# Template Continuing Professional Development (CPD) Record

Full name: Time period:

CPD aims

|  |
| --- |
| **Outline brief notes about your CPD plans for the year ahead.**  **(For example, what do you want to learn more about, what activities do you want to achieve, etc.)** |
|  |

CPD record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Duration (hours)** | **Activity type** | **Activity topic** | **What did you learn?** | **How will you use what you have learnt?** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signed as an accurate record of training and CPD activity in the specified time period.

Signed: Name:

Head/Director of ground safety or line manager:

Signed: Name:

Once complete, a signed copy of this document is to be kept in the Safety Officer’s personnel records.