

'Enhanced CPD' Worksheet

Background

This work sheet has been designed to assist you with your reflection on the training you have recently undertaken. Using it will support you in recording 'enhanced' CPD under the CIEH's CPD scheme. (See note 1 below)

Title of Training
Event

Date of Training
Event

Venue of Training
Event

Name of Trainer

Part 1

I have a Professional Development Plan, that supports and includes my training needs (See note 2 below)

Yes

No

My objectives in attending this event were:

What I have learned from the event :

My plan for applying what I have learned to my work practice is:	
I will reflect on this learning in () weeks/months time.	Date:
Part 2	
How my practice has changed since I carried out the initial reflection on this event:	
What I need to do to develop this learning further:	
I plan to record () hours CPD for the Training Event, and () hours 'enhanced' CPD for the activities associated with this work sheet.	

When you have completed the reflection associated with this learning and this worksheet, retain the worksheet as part of your CPD records, and any other appropriate purpose (e.g. an experiential learning portfolio)

Further detail of the CIEH's CPD scheme can be found on:
http://www.cieh.org/careers_and_development/professional_development/continuing_professional_development

Notes:

1. 'Enhanced' CPD is considered to be an optional part of a formal training event, and is undertaken and submitted under Regulation 8(a) of Continuing Professional Development Regulations.
2. Under Regulation 8(f), the preparation of an annual Professional Development Plan attracts 1 hour of core CPD.