

Sample CPD Activities

Please note that for each activity the following information is required: name of the development activity; dates undertaken and hours claimed; Competence Element (CE) covered by the activity; and a summary statement reflecting on the learning from the CPD gained over the period and how it benefited you.

Activity		Audit (info only required if requested by assessor)
1	<p>Course or Training Instructor led formal education courses</p> <ul style="list-style-type: none"> • Training courses • Educational events • e-Learning on demand courses 	Registration form, certificate and/or letter of attendance
2	<p>Organisation Meetings Meetings, activities and local events related to the profession</p> <p>Professional meetings that include an educational component provide an opportunity to learn and also to network.</p>	Registration form, letter of attendance or other form of documentation confirming participation in event.
3	<p>Online or Digital media Self-paced learning conducted online or through varied forms of digital media</p> <p>Many educational webinars, videos and other types of digital content are available online and on demand.</p>	Evidence supporting your reported learning, including notes from and dates of activities conducted.
4	<p>Reading Self-directed reading that is relevant to your certification</p> <p>You can read books, articles, whitepapers, or blogs to stay informed and support your ongoing professional development.</p>	Evidence supporting your reported learning, including notes from and dates of reading.
5	<p>Informal Learning Educational opportunities focused on structured discussions</p> <p>Engage in structured professional discussions with others, for example while you're being mentored or participating in a "lunch and learn" session with your organisation.</p>	Evidence supporting your reported learning, including notes from and dates of activities recorded.
6	<p>Work as a Practitioner Working in your certified role</p>	Proof of employment (job description)
7	<p>Create Content Creating new knowledge resources for use by practitioners and the public at large</p> <p>There are many ways to create new content, such as authoring books, blogs or articles, or creating presentations.</p>	Copies of publications, sample educational materials or course agendas