

Continuing Professional Development (CPD) example log

This log is meant as an example of the type of objectives, activities and reflection you could complete as a quality or auditing professional. Further guidance on how to plan your objectives and activities can be found on our website at: <https://www.quality.org/cpd>

Members can record their CPD in the [Members' Area of our website](#).

The CQI Continuing Professional Development (CPD) cycle



PLAN				DO	CHECK	ACT
Objective	Start date	Planned Completion date	Planned activities	Activities undertaken	Reflection on activities undertaken	What next
Develop understanding of how AI is impacting my role in assurance	01.05.2025	31.07.2025	* Self-study and shadowing ** CQI e-learning course on Quality Learning Hub	CQI e-learning course - The future of assurance: discovering the potential of AI	<p>This course provided a solid introduction to AI, clarifying its relevance to quality professionals and how they can contribute to and benefit from its use. As someone relatively new to exploring quality's role in AI, I found the course well-structured and informative, though somewhat broad due to the subject's evolving nature. It reinforced existing knowledge while introducing fresh perspectives, encouraging deeper thinking.</p> <p>Moving forward, real life case studies showcasing practical applications, challenges, and assurance techniques would enhance my understanding and provide valuable insights into AI's impact within the profession</p>	Objective ongoing
To develop competencies in MS Excel to a level to be able to develop spreadsheets to manage the stock levels of product	01.03.2025	31.05.2025	* MS training course * Self study	<p>* Attend MS Excel basic training course</p> <p>** Review MS Excel training material and experiment on own PC</p>	<p>* Useful basic course but did not cover the debugging of macros and use of Visual Basic Editor.</p> <p>** Following publications reviewed. Excel 2000 For Windows For Dummies Special Edition Using Microsoft Excel 2000. Good understanding of basic form and</p>	Objective closed /marked as complete

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					spreadsheet formatting, data entry and simple calculations. The 'Special Edition Using Microsoft Excel 2000' particularly useful. Learning object fully achieved and used in other situations in the support of colleagues' activities	
Transition to ISO/IEC 27001:2022	01.06.2024	31.12.2024	* Attend CQI webinar on the changes to the standard	* Attended CQI webinars ISO/IEC 27001:2022 – what the latest version means for you ** Read CQI articles Information Security and the importance of IS controls and ISO/IEC 27001:2022 – Details of new controls and impact of revisions	* New knowledge supports me during audits of companies according to requirements of ISO 27001:2022. ** 2022 a significant improvement on 2013 with the categorisation of control and improved clarity of controls resulting in reduction in number of controls Apply learning for implementing ISMS in my job. used knowledge to implement and monitoring controls in information security	Objective closed /marked as complete
To develop an understanding of the EQF Excellence model to a sufficient degree to determine	01.03.2024	31.08.2024	* Attend an event on EQF	* Attend CQI Branch meeting at which 'The benefits of using the EQF Excellence Model' is being presented	* Was beneficial to hear and discuss the experiences of others. Didn't go into the level of detail that I now need to explore. ** This visit really provided a	Objective closed /marked as complete

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whether it would be applicable to my organisation				** Visit organisation of CQI Branch member who have adopted the EQF Excellence Model' and discuss the advantages and disadvantages with key members of the organisation. Challenge their views and test own position	valuable view of how not to use the EEM. We must take a more practical approach to the use of measures. Will review the Balanced Scorecard model to see what can be learnt from that methodology	
Improve presentation skills so that I am effective and comfortable presenting on a range of topics to a range of people	01.06.2023	31.12.23	* Self-study on best practise * Present to others and gather feedback	* Research presentation best practise. ** Present internally to colleagues and get feedback	* Particularly liked guidance from Leeds university on planning and preparing a presentation. This included the importance of practising without an audience which I have never done before. ** I presented well and felt more comfortable than before. Received positive feedback from those in attendance.	Objective closed /marked as complete

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To have a greater understanding of Lean six sigma principles	01.05.2023	01.01.2024	* Online training courses	* Online training courses and webinars	Training content was very detailed and the inclusion of tests at the end of each module helped build confidence in what I had learnt. Learnt about DMAIC framework and the statistical foundation of six sigma and its focus on eliminating variability to deliver consistent results	Revise objective to include an action to investigate LSS black belt
Become an ISO 9001 Lead Auditor	01.01.2023	01.07.2023	* IRCA certified lead auditor course	* IRCA certified lead auditor course	<p>This course has given me the tools and confidence to undertake the role of Internal Auditor as part of my day to day job.</p> <p>Lead our framework audit programme in collaboration with our Head of Programme Assurance and the Operational Quality Manager</p>	Objective closed /marked as complete