**Continuing Professional Development (CPD) Record**

**Name: CQI membership number: From: to:**

This record has two parts, your CPD plan and your CPD activity log. Start by identifying your CPD objectives in your plan. Record and reflect on your activities to achieve your objectives in your log. At the end of your CPD record period – usually twelve months – reflect on how you have got on with achieving your objectives.

Further guidance can be found on our website at www.quality.org/CQI-CPD

**CPD plan**

Identify your learning and development objectives for approximately twelve months. Think about what areas you need to develop, or keep up-to-date, both in terms of knowledge and skills.

Do this by considering factors such as:

* Changes in quality
* Your career plans
* Your strengths and weakness
* Your current objectives
* Organisation and client plans and requirements
* [Quality Competency Framework](https://www.quality.org/knowledge/cqi-competency-framework)

Complete the first column in advance with your planned objectives. Populate the second column at the end of your CPD record period and reflect on how successful you were at achieving the objectives. Add as many rows as you need.

| **Learning and development objective** | **Reflection on objective achievement** |
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**Activity log**

Record all activities relevant to your CPD objectives. Include Unit (hours or points) if required by another membership body – this is not required by the CQI. You can record any professional activity that has helped with the achievement of your objectives. Add as many rows as you need.

| **Date** | **Activity title** | **Pre-activity desired outcomes** – what objective/s will this help you achieve? | **Post-activity reflection** – what did you actually gain? | **Unit e.g. Hours or points** |
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