

## Examples of CPD Activities

These are some of the kinds of activity that your CPD might include.

<p><b>1. Work-based Learning</b></p> <ul style="list-style-type: none"> <li>• Learning by doing</li> <li>• Case studies</li> <li>• Reflective practice</li> <li>• Assessment of students/colleagues</li> <li>• Being coached by others</li> <li>• Discussions with colleagues</li> <li>• Peer review</li> <li>• Learning by experience</li> <li>• Involvement in the wider work of your employer (for example, being a representative on a committee)</li> <li>• Work shadowing</li> <li>• Secondments</li> <li>• Job rotation</li> <li>• Journal club</li> <li>• In-service training</li> <li>• Supervising staff or students</li> <li>• Visiting to other departments and reporting back</li> <li>• Expanding your role</li> <li>• Significant analysis of events</li> <li>• Filling in self-assessment questionnaires</li> <li>• Project work</li> </ul>	<p><b>2. Professional activities</b></p> <ul style="list-style-type: none"> <li>• Involvement in a professional body</li> <li>• Membership of a specialist interest group</li> <li>• Lecturing or teaching</li> <li>• Mentoring</li> <li>• Being an examiner</li> <li>• Being a tutor</li> <li>• Chapter meetings</li> <li>• Organising journal clubs or other specialist groups</li> <li>• Maintaining or developing specialist skills (for example, musical skills)</li> <li>• Membership of other professional bodies or groups</li> <li>• Giving presentations at conferences</li> <li>• Organising of accredited courses</li> <li>• Participating in or supervising research</li> <li>• Being a national IITD assessor</li> <li>• Being promoted</li> </ul>
<p><b>3. Formal Education</b></p> <ul style="list-style-type: none"> <li>• Courses</li> <li>• Further education</li> <li>• Research</li> <li>• Attending conferences</li> <li>• Writing articles or papers</li> <li>• Attending seminars</li> <li>• Distance learning</li> <li>• Going on courses accredited by a professional body</li> <li>• Planning or running a course</li> </ul>	<p><b>4. Self-directed learning</b></p> <ul style="list-style-type: none"> <li>• Reading journals or articles</li> <li>• Reviewing books or articles</li> <li>• Updating your knowledge through the internet or television</li> <li>• Keeping a file to record your progress</li> </ul>
<p><b>5. Other</b></p>	
<ul style="list-style-type: none"> <li>• Public Service</li> <li>• Voluntary Work</li> </ul>	

## **Examples of Evidence**

### **Materials you may have produced**

- Information leaflets
- Case studies
- Critical reviews
- Adapted students' notes
- Policies or position statements
- Discussion documents
- Procedural documents
- Documents about national or local processes
- Recent job applications
- Reports (for example, reports on project work, assessments reviews)
- Business plans
- Procedures
- Guidance materials
- Guidelines for dealing with participants
- Course assignments
- Action plans
- Course programme documents
- Presentations
- Articles for journals
- Questionnaires
- Research papers, proposals, funding applications
- Induction materials for new members of staff
- Learning contracts
- Contributions to the work of a professional body
- Contributions to the work of a special interest group

### **Materials that show how you have reflected on and evaluated your learning and work**

- Documents arising from appraisals, supervision and reviews
- Documents about following local or national schemes relating to CPD
- Evaluations of courses or conferences attended
- Personal development plans
- Approved claims for credit for previous learning or experience
- Testimonials
- Letters from internal/external service-users, colleagues or students
- Course certificates