**Guidance**

CPD (Continuous Professional Development) is essential to ensure that you maintain currency in skills, legislation, knowledge, or approaches within the industry you work within. It is required when you first start/apply for associate work with us, and then every year it must be submitted to your lead within the re-contracting process. It is important that you maintain this throughout the year and submit as much detail as you can.

It is essential that your CPD log demonstrates how you can offer current experience and development within the industry**.**The CPD you include MUST link directly to your vocational industry role, ensuring that you are current and have awareness and skills of current working practices, industry developments etc. The key things in summary are:

* Your CPD log needs to include a variety of CPD activities.
* CPD logs need to be detailed and show what you did for CPD, and how it supported you for the work you do as a City & Guilds associate.
* CPD logs needs to demonstrate how you maintain knowledge, currency, competency in the industry to be able to make assessment decisions.
* The CPD log needs to meet the specific requirements of individual standards/roles, which can be found in the assessment plan/person specifications.

**What can be included?**

This is not meant to be exhaustive but should give an idea of things to include.

* Training courses that develop your skills in your techniques that are used for practical skills, used with your role, or your setting.
* Generic training courses, such as Equality & Diversity, IT training course etc.
* Reading to improve awareness and understanding of changes in legislation directly linked to your industry, your role, or roles within the setting.
* Standardisation meetings.
* Job shadowing to develop new skills directly related to the industry role, or to improve areas of weakness that have been identified.
* Working towards/ achieving assessment, teaching and/ or learning qualifications
* Attending industry conferences where there are seminar sessions, networking opportunities, lecturers, directly linked to skills within the role.
* Working towards/ achieving industry specific qualifications.

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| **Name:** |  | **Contact Number:** |  |
| **Email:** |  |
| **Period:** |  | *The period covered must include CPD/ occupational competence you have undertaken in the last* ***12 months only****.* |

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| **Please select role(s) contracted for:** |
| Assured Consultant  | [ ]  | Land-based Verifier (Principal / Technical / Sampling) | [ ]  |
| Assured Consultant – Worldchefs | [ ]  | Lead External Assessor / External Assessor | [ ]  |
| Development Consultant | [ ]  | Lead Mapping Consultant / Mapping Consultant | [ ]  |
| End-point Assessor (PIEPA / LIEPA / IEPA) | [ ]  | T-Levels Moderator (Lead / Principal / TQA) | [ ]  |
| EQA / SEQA / TEQA | [ ]  | TAQA (Assessor / IQA) | [ ]  |
| International EQA | [ ]  | Technicals Moderator (Lead / Principal) | [ ]  |
| ILM Lead Assessor / ILM Assessor | [ ]  | Senior Exam Auditor / Exam Auditor | [ ]  |
| ILM Lead Recognised Consultant / ILM Recognised Consultant | [ ]  |  |
| Examiner (Chair / Chief / Principal / Team Leads / Scrutineer / Writer / Reviser / Marking Examiner / AMEC Member) | [ ]  |

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| **Please select industry area(s) contracted for:** |
| Beauty & Complementary Therapies | [ ]  | Hairdressing & Barbering | [ ]  | Oil & Gas | [ ]  |
| Building Services Engineering | [ ]  | Health & Social Care | [ ]  | Professional Recognition Awards (PRAs) | [ ]  |
| Built Environment Services | [ ]  | Hospitality & Catering | [ ]  | Retail & Warehousing | [ ]  |
| Business & Administration | [ ]  | International English & Maths | [ ]  | Security & Justice | [ ]  |
| Children & Education | [ ]  | Land-based Services | [ ]  | Skills for Work and Life | [ ]  |
| Construction | [ ]  | Leadership & Management | [ ]  | Sport & Recreation | [ ]  |
| Creative | [ ]  | Learning | [ ]  | Transport | [ ]  |
| Digital & IT | [ ]  | Logistics | [ ]  | Travel, Tourism & Aviation | [ ]  |
| Engineering & Manufacturing | [ ]  | Manufacturing Industry | [ ]  | Utilities | [ ]  |

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| **Please select Assessor, Internal/ External Quality Assurer qualifications achieved:** |
| D32 / D33 | [ ]  | A1 / A2 | [ ]  | TAQA Certificate in Assessing vocational achievement | [ ]  |
| D34 | [ ]  | V1 | [ ]  | TAQA Award in Internally assuring the quality of assessment processes and practices | [ ]  |
| D35 | [ ]  | V2 | [ ]  | TAQA Award in Externally assuring the quality of assessment processes and practices | [ ]  |

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| **Qualification(s) achieved relevant to any mandatory requirements of the assessment plan:***Please include any qualifications achieved (or currently completing) within the last 12 months* | **Date achieved** | **OR target date for completion** |
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| **Please enter details of any membership of professional bodies:** |
| **Professional body Membership** | **Date of membership** | **Registration number** | **Area to which this relates** |
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| **CPD Index**This CPD has been organised into the following sections: |
| **Section** | **CPD Activities Detailed** |
| **1** | **Currency of knowledge, skills & behaviour (subject specific & generic)** |
| **2** | **Occupational competency & industry specific experience** |

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| Section 1Currency of knowledge, skills and behaviour*Subject specific e.g., webinars/ podcast/ online learning modules/ wider reading/ research/ journal/ subject specific updates/ coaching/ mentoring/ forums/ training/ standardisation/ upskilling/ specific feedback only on personal development. General e.g., monthly updates/ educational updates/ drop-in session* |
| Date and length of activity | Details of activity in the last 12 months. | What did you learn from this? How has the activity benefitted your understanding? | How have you applied the knowledge gained to your role? |
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| Section 2Occupational competency & industry specific experience*Industry experience e.g., workshops/ volunteering/ job shadowing* |
| Dates and length of activity | Details of activity in the last 12 months | What did you learn from this? How has the activity benefitted your understanding? | How have you applied the knowledge gained to your role? |
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