

Continual Professional Development (CPD) Record Sheet

It is important that all CPD is recorded and the outcomes evaluated on a record sheet. These should be kept in a file so that they are available for Ofsted inspections or visits from advisory teachers. The forms can also be used for any other short training courses or workshops that you complete, as it all adds to your personal professional development and may link to any 'recommended' training on the new qualifications list. See page 2 for an example of a CPD record sheet.

CPD RECORD SHEET

COURSE:
DATE:
TRAINERS:
NAME OF LEADING TEACHER OR DISTRICT TEACHER CONSULTANT <i>(IF KNOWN)</i> :
NAME OF SETTING:
NAME OF DELEGATE:
OBJECTIVES OF COURSE/CLUSTER WORKSHOP:
LINKS TO KEEP STATEMENTS:
LINKS TO 5 OUTCOMES:
LINKS TO QA SCHEMES: BS-DIMENSION EEL-DIMENSION
WHAT DIFFERENCE WILL MY ATTENDING THIS COURSE MAKE TO A CHILD IN MY SETTING: