CPD Recording Template

In order to retain RSciTech, RSci, CSci and CSciTeach status, all registrants must comply with the Science Council Continuing Professional Development (CPD) standards. [Click here](https://sciencecouncil.org/registrants/cpd/) to be taken to the Science Council website where you can find more detailed CPD guidance.

The 4 CPD Standards

A registrant must maintain a continuous, up-to-date, accurate and reflective record of their CPD activities and be able to provide supporting evidence if requested.

A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice.

A registrant must seek to ensure that their CPD has benefited the quality of their practice and reflect upon this.

A registrant must seek to ensure that their CPD has benefited the users of their work (employee, customer, student etc.) and reflect upon this.

This CPD recording template has been provided to help you detail your CPD history and demonstrate that you meet the 4 Science Council CPD standards. This template has been designed to allow you to easily record and reflect upon your CPD activities in real-time, as you undertake them. It is good practice to record your CPD activities as you go along and you will be prepared if your CPD is selected for audit.

If your CPD is selected for audit your professional body are likely to ask you to submit a CV and/or job profile so that CPD assessors can better understand the context of your work. It might be helpful to ensure that you keep your CV as up-to-date as you can.

Your professional body might also ask for you to submit evidence which supports your participation in your CPD activities. Such evidence may include but is not limited to certificates, articles, training materials or feedback. Keep this in mind whilst undertaking your CPD activities as you might wish to keep a folder of evidence, for example on your computer, in case your professional body requests to see some. There is space in this template for you to make a note of evidence that you have which supports each activity. This will act as a helpful prompt for you to find where you have stored this evidence if your professional body asks to see it.

In addition, there is a section at the bottom of this template where you can note down any CPD activities that you plan to undertake in future.

To comply with the CPD standards your CPD record will include activities in at least three (exceptionally two) of the following categories.

2.1. Work based learning (e.g. supervising staff / students, reflective practice)  
2.2. Professional activity (e.g. involvement in a professional body, mentoring)  
2.3. Formal / Educational (e.g. writing articles / papers, further education)  
2.4. Self-directed learning (e.g. reading journals, reviewing books / articles)  
2.5. Other (e.g. voluntary work, public service)

How to use this form

Record your CPD activities in chronological order of their start date, working down the table rows. There is an example highlighted in green in the first row of the table (note that this is not a reflection of the amount of detail required to meet the CPD standard and only an example of how to use the form). If you have more activities to record than the table currently has space for, right click on the row at the bottom of the table, click ‘insert’ and then click ‘insert rows below’.

My Current CPD Record

Time Period this CPD Record Covers: e.g. 2020

Name:

Professional Body:

SCID/Membership Number:

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| --- | --- | --- | --- | --- |
| Date of completion and time spent on activity | Description of activity and learning category  Why did you choose this activity? Have you identified any further learning for your future CPD plans? | Reflect upon how this has benefitted the quality of your practice  Think about specific outcomes of your CPD, what did you get out of this CPD activity? | Reflect upon how this has benefitted the users of your work  How will you apply what you have gained from your CPD to help others? | Do I have evidence for this? |
| 22/07/2020 – 24/07/2020 | 2.3 Formal/Educational  Attended a 2 day conference about (insert subject here). | Learning from others within my field introduced me to research methods that I can look into further and potentially use in my job role. | Adopting different research methods might make my work more efficient and result in my clients receiving quicker results. | Conference programme – stored in ‘CPD Activities’ file on desktop |
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My Future CPD Plans

Time Period these plans cover: e.g. 2021

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| --- | --- | --- |
| When do I plan to undertake this activity in future? | Description of activity and learning category code | Why am I planning to do this activity?  What are my intended outcomes?  How might this activity benefit the quality of my practice and the users of my work? |
| January 2021 | S2.5  Present at STEM event at local primary school. | Presenting at STEM day at my local primary school will help me to work on my science communication skills and will hopefully result in the students gaining an interest in my field. |
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| Declaration |
| I hereby agree that the information given is correct and supports my wish to revalidate as a Registered Science Technician / Registered Scientist / Chartered Scientist / Chartered Science Teacher (delete as appropriate).  Please tick the box below to indicate your agreement to the declaration.  I agree to the declaration  Print name:  Date: |