**ACT CPD record cover sheet**

You can send your CPD record in any format, with this cover sheet attached.

Name: …………………………………………………………………………………Membership number:…..…………………..

Job title and company: …………………………………………………………………………………………………………………………….

12 month period covered by this CPD record: **1 May 2018 to 30 April 2019**.

A. Please list the key responsibilities for your work role (normally between 4 and 6 responsibilities) that your CPD activities support. Please note if you are unemployed or on a career break you do not need to complete this section.

1. ……………………………………………………………………………………………………………………………………………….
2. ……………………………………………………………………………………………………………………………………………….
3. ……………………………………………………………………………………………………………………………………………….
4. ……………………………………………………………………………………………………………………………………………….
5. ……………………………………………………………………………………………………………………………………………….
6. ……………………………………………………………………………………………………………………………………………….

B. Reviewing the CPD record that you have attached to this cover sheet, which 3 CPD activities do you think had the most positive impact on your work, for you, your employer or clients and why?

1. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
2. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
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I confirm that this is a true reflection of my development needs over the last 12 months.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_