



CPD (Continuing Professional Development) Portfolio Template

A **CPD Portfolio** is a place where you collate materials relating to your personal and professional development, including details of learning you've undertaken, specific achievements, records of development conversations and documents relating to important pieces of work you have been involved in and may have planned for the future.

Your portfolio could be stored electronically in your own folder or you may prefer to develop a physical file to hold relevant evidence. Or, of course, you can do both.

The items listed below are examples of things to consider including in your CPD Portfolio:

1. An up-to-date copy of your **Curriculum Vitae**.
2. A copy of your current **job description**.
3. A list of training & CPD Activities you have undertaken (see appendix 1 for a **CPD Activity Log** template you can use to record these over time).
4. Copy of your latest **Development Conversation** – this contains relevant information as well as the objectives you have been set for a 12 month period.
5. Copies of **certificates**, plus evidence of relevant **work achievements** and projects you have been involved in.
6. A **Reflection and Development Log** which enables you to record and reflect on your key achievements and experiences (see appendix 2 for a Reflection and Development Log template that you can use to capture these).
7. **Evidence of feedback** you have received from colleagues, clients and service users. For example: 360 degree feedback report; feedback forms from service users; thank you letters; awards; emails/letters giving you praise, recognition and constructive feedback.
8. **Personal and professional goals** relating to your career. These may be longer-term and extend beyond the remit of your annual Development Conversation (see appendix 3 for a goal-setting template you can use to capture these).

Plus any other relevant items you identify to add into your CPD portfolio.

Appendix 1 – CPD Activity Log Template

The purpose of a CPD Activity Log is to record the development activities that you have completed and the associated hours. It may be a compulsory requirement of your profession to complete a set number of verifiable CPD hours. Verifiable CPD hours are usually defined as those that are associated with training that has educational aims and objectives and provides a certificate of completion or attendance. Other forms of CPD learning might be hours spent on informal learning, such as shadowing or attending a conference.

This template gives you the opportunity to reflect on the impact of the learning and how it has made a difference. You may present this in any other format.

Date/s Hours	Title/Description of CPD Activity	Key learning/ takeaways	Examples of how learning has impacted on yourself/work

Appendix 2 - Reflection & Development Log Template

This log template is for your guidance only and not all of the questions may always be relevant to your reflections. You may present this in any other format.

What did you do?	
Why/ how did you get involved?	
What impact did your involvement have? What difference did you personally make?	
What have you learned from this experience: About yourself? About others? About the organisation/ system?	
How have you used, or how will you use this experience to help you/others in the future?	
What next steps/actions will you take now or in the future?	

Appendix 3 – Goal Setting Template

This template is ideal for setting goals and determining strategies for achieving them. Individuals can use this worksheet to better understand their personal or development goals and what might be getting in the way of reaching them.

SMART GOALS	Specific	Measurable	Action-Oriented	Relevant	Time-Oriented
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DEFINE GOALS

1	
2	
3	

BREAK EACH GOAL INTO SMALLER MEASURABLE AND ATTAINABLE STEPS

GOAL			
	STEP DESCRIPTION	TIME REQUIRED	SET DEADLINE

FURTHER PLANNING

DETAIL REQUIRED RESOURCES
DEFINE POTENTIAL OBSTACLES
PLANS FOR OVERCOMING OBSTACLES

DESIRED OUTCOME

DEFINE MEASUREMENTS FOR SUCCESS
DESCRIBE OUTCOME OF ACHIEVED GOAL