

# CPD evidence record



Registration no 123456

CPD year 2010

Full name A. Member

Reference Activity 3

<b>Description of development/learning activity</b>  2 hour briefing on finance system with IT coordinator, as part of induction Provided by (e.g. name of mentor/coach, course provider, research/relevant publication etc) IT team		
<b>Why did you choose this activity and how is it relevant to you?</b>	Started new role at new organisation this month; need to become confident on system as it falls into my role responsibility	
<b>When did this activity take place?</b>	3 and 4 March 2010	
<b>Units</b>	<b>How many units are you claiming for completing this activity?</b> 1	<b>How many of these units could you verify with supporting evidence?</b> 1
<b>What did you learn and how did/will you apply it?</b>	Started new role at new organisation this month; need to become confident on system as it falls into my role responsibility	
<b>Supporting evidence</b> (you can record details/location of any supporting evidence here or the contact details of a 3 <sup>rd</sup> party who can substantiate completion of the activity)	Induction timetable showing meeting time/date  Emails confirming appointment - <a href="mailto:technicalsupport@openorg.com">technicalsupport@openorg.com</a> can corroborate Guidebook provided at end of session	