

# CPD record



Registration no ▶ 3789764

CPD year ▶ 2014

Full name ▶ Example member

Reference ▶

**Description of development/learning activity** ▶ Attending monthly departmental meetings

<p><b>Why did you choose this activity and how is it relevant to you?</b></p>	<p>▶ As a senior member of the finance team I am required by my employer to attend monthly meetings about the progress of the business. Each area of the business is represented and are required to give a verbal account of their progress. Finance is at the heart of all business and therefore needs to attend to understand fully the implications of any decisions they make.</p>	
<p><b>When did this activity take place?</b></p>	<p>▶ Last Friday of every month (each meeting 1 hour)</p>	
<p><b>Units</b></p>	<p>How many units are you claiming for completing this activity? ▶ 12</p>	<p>How many of these units could you verify with supporting evidence? ▶ 6 (*see note below)</p>
<p><b>What did you learn and how did/will you apply it?</b></p>	<p>▶ During one of our meetings the IT team requested some money to improve the company website ensuring more user friendliness for customers. They ran through what was wrong with the current website and I found this a particularly interesting learning process. I learned a lot about what you can do with websites and how to make them more user-friendly. This was an area I had never previously been involved with.</p> <p>I learned more about the procurement processes within the business and how we keep track of stock. Procurement were discussing their plans to make their processes more efficient. I got a great insight into this area of the business.</p> <p>Our company secretary advised we had to assign a new company travel agent, as our current supplier had gone into liquidation. Therefore we decided to put a tender out for the business. I was heavily involved in this process, and this required a bit of research to ensure we were getting the best supplier. I had never been involved in a tendering process before therefore this was all new knowledge I gained.</p> <p>After each meeting I felt I learned something new and often this spurred me on to do some further research. I also attended an IT course to upgrade my existing skills.</p>	
<p><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)</p>	<p>▶ Employer training records / appraisal documentation</p>	

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\*Although 12 units were claimed, only 6 of these were verified. The remaining 6 units can be counted as non-verifiable units.

Remember that if you can answer 'yes' to the three questions below, you can record your learning activity as verifiable CPD:

1. Was the learning activity relevant to your career?
2. Can you explain how you will apply the learning in the workplace?
3. Can you provide evidence that you undertook the learning activity?