

CPD evidence record



Registration no 123456

CPD year 2011

Full name A. Member

Reference

Description of development/learning activity

Research undertaken specifically to help me run one-to-one meeting with an ACCA trainee (I am the workplace mentor):

- Reading through the Workplace Mentor resources on the ACCA internet
- Reading through the PER guide and Performance Objectives booklet

Why did you choose this activity and how is it relevant to you?	I have taken on the role of an ACCA workplace mentor to 3 trainees at work. As this is a new role for me, I undertook research specific to the ACCA qualification – what the trainee has to do and what I have to do to support them.	
When did this activity take place?	12 January 2011	
Units	How many units are you claiming for completing this activity? 2	How many of these units could you verify with supporting evidence? 2
What did you learn and how did/will you apply it?	I learned about the structure of the ACCA Qualification today, and about the different performance objectives the trainees have to achieve & how I can help them structure their PER. I used this learning to set out an agenda for a trainee meeting held on 20 January 2011.	
Supporting evidence (you can record details/location of any supporting evidence here or the contact details of a 3 rd party who can substantiate completion of the activity)	Photocopy of diary: 2 hours of time set aside for research. Soft copies of the PER guide and PO booklet which I downloaded Soft copy of the agenda I prepared Trainee can corroborate I conducted this meeting with knowledge of ACCA's PER. (email: trainee@accamail.com)	