

SUMMARY OF ACTIVITY REVIEW SHEETS.

Name: _____

Year Ending: 31st March 2008

CPD activity(s) undertaken: 1. 2. 3. 4. 5. 6. 7. 8.

Categories* claimed for above	No. of hours
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

I confirm that I have carried out the above CPD activities in the last 12 months and am able to produce proof as required by the BCMA if requested. (It is NOT necessary to supply receipts with this form)

Your Signature:.....

Date:

***Categories:**

2 Categories at least should be chosen taking at least **20 hours** over any one year.

These activities are for guidance and are not set in stone. If you have participated in something which has been of value to you, please document it.

Category 1. Short Courses on Professional Issues.

e.g. Courses undertaken in areas of special interest relevant to your work or expanding your way of thinking, or deepening your understanding of a related subject. Could be evening talks, one-day event or a weekend.

Category 2. Meetings, Seminars, Conferences, AGM's

e.g. Organised locally, nationally, internationally, Health Shows.

Category 3. Study for Further Qualifications

e.g. Advanced Diploma Courses. Certificated Courses.

Category 4. Encouraging the Development of Others

e.g. Running a workshop. Giving a talk at a conference/meeting. Writing a book review. Writing an article. Organising a Peer group for sharing/discussion. Giving some time to listen to another practitioner who may have a difficulty. Producing a newsletter.

Category 5. Active Committee work for a professional body related to "your" work

e.g. Being a secretary; Being on a working party; Helping at a Conference.

Category 6. Personal/Professional Development.

Personal therapy, (psychotherapy, counselling, physical therapy). Time and space given for personal reflection – this needs to be properly documented. Talking with another professional to gain some insight – this needs proper documentation. Having supervision. Doing a piece of study/reading for personal insight. Attending a sports event and offering massage. Giving a talk/presentation at a sports club or the W.I. etc. about your work.

Category 7. Journals and I.T.

Reading professional journals. Use of internet to access professional information related to work/clients. Doing a piece of research. Watching a video/film for educational purposes relevant to professional life. Using library facilities for the development of learning. Learning computer use. Making a web site.

Category 8. Formal Training

Where a formal training course in excess of 50hrs has been taken in a year, you may request the CPD coordinator for a variation in the subsequent year's CPD requirement in terms of time and appropriate activities to maintain compliance with requirements. Any variation agreed would be in writing and at the discretion of the CPD coordinator and/or Executive committee.