

# CPD record



Registration no ▶ 1234567

CPD year ▶ 2014

Full name ▶ Example member

Reference ▶ 1

**Description of development/learning activity** ▶ Health & Safety training

<b>Why did you choose this activity and how is it relevant to you?</b>	▶ This activity was compulsory for all staff.	
<b>When did this activity take place?</b>	▶ 1 July 2014	
<b>Units</b>	How many units are you claiming for completing this activity? ▶ 3	How many of these units could you verify with supporting evidence? ▶ 3
<b>What did you learn and how did/will you apply it?</b>	▶ We learnt of the importance of knowing where the building's fire exits and assembly points were, awareness of exposed cables/wiring, correct seating positions at workstations etc.	
<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)	▶ No supporting documentation can be provided but my company's HR department would be pleased to confirm that the training was undertaken.	