

CPD LOG [IfA example]

Name:

Job title: [Where applicable]

Period of plan: [Oct 2009-Oct 2010]

Date of update: [October 2009]

Name of mentor: [Where applicable]

Name of line manager: [Where applicable]

Date(s)	Linked to PDP Objective #	Learning activity (& type)	Training provider (If appropriate)	Outcomes/benefits	Follow up
	5, 6, 7, 8, 9	MORPHE – Introduction Session	English Heritage	Better understanding of EH project management requirements, could aid in successful tenders	To update procedures
CPD hours					
2					
	3, 8, 9	Site visit to XXX	Highways Agency	Increased knowledge of British history, stratigraphy, site management and heritage issues	To seek more opportunities for site visits, to consider doing some voluntary excavation work
CPD hours					
3					
	1, 6, 8, 10	Attended conservation of materials course	University of Sussex	Development of professional skills within a specialist field	To buy the recommended reading and continue home study, to join the IfA Finds SIG
CPD hours					
5					
	7, 8	Attended IfA conference session on community	Various	Better understanding of a new aspect of the profession	To look into the viability of offering this as a commercial

CPD hours		archaeology			service
2					

Date(s)	Linked to PDP Objective #	Learning activity (& type)	Training provider (If appropriate)	Outcomes/benefits	Follow up
	5, 7, 8, 9	Attended Heritage Protection Reform briefing	English Heritage	Better understanding of current issues within the profession and forthcoming changes in legislation	Attendance at the IfA's AGM and the discussion seminar on the PPS
CPD hours					
2					
	5, 8, 11	Read part of the Health and Safety Executive website	HSE	Updated knowledge of current health and safety requirements, legislation and available risk assessment templates	Updating H&S procedures, including near miss reporting, office risk assessment and lone worker policy
CPD hours					
3					
	7, 8	Applied to upgrade IfA membership	n/a	Accreditation of my ethical and technical competence within my professional institute	Consideration of joining an IfA committee or standing for Council to increase my level of involvement
CPD hours					
14					
	4	Watched re-runs of <i>Meet the Ancestors</i>	Various	Improved knowledge of UK chronology, archaeological	A visit to Wroxeter Roman site and Sutton Hoo

CPD hours				sites and specialist skills such as facial reconstruction	
3					

Date(s)	Linked to PDP Objective #	Learning activity (& type)	Training provider (If appropriate)	Outcomes/benefits	Follow up
	5, 7	Attended IfA AGM	Various	Better understanding of the PPS and the new role of CPD within the Institute	Reading up on CPD on the IfA website, downloading the PDP and CPD log templates
CPD hours					
2.5					
	4, 8, 10, 12	Wrote and presented a paper at the Current Research in Egyptology conference	Various	Improved knowledge within my specialist field of interest, practice with public speaking and the use of PowerPoint	Asked to write an article for Ancient Egypt magazine and for the conference proceedings
CPD hours					
5					
	1, 2, 4, 8, 10	Wrote an article for Ancient Egypt magazine and the proceedings of the CRE conference	n/a	Practice of writing to publication, experience of seeking permission to use photographs	
CPD hours					
5					
	2, 3, 8, 12	Reading up on Microsoft Office 2007 on the train to an	Information downloaded and printed off the University of	Better knowledge of the differences between Office	Consideration of doing a more formal course on Excel

CPD hours 3		RO inspection	Reading website	2007 and older versions of the same software (Word, Excel, Access)	
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Date(s)	Linked to PDP Objective #	Learning activity (& type)	Training provider (If appropriate)	Outcomes/benefits	Follow up
	2, 8	Completed research application for AHRC funding	n/a	Application submitted	Outcome to be heard in 3 months, further research into alternative funding sources to also be investigated
CPD hours 12					
	13	Completed an IfA RO application	n/a	Demonstration of the company's professional standards and improved marketing potential	Consideration of joining the RO committee and desire to be involved with inspections of other organisations
CPD hours 2					
	14	Completed AAT intermediate level accountancy course	Reading Technical College	Builds upon existing beginner level training and will be an asset to the company	Consideration of the higher level course
CPD hours 1 year course					
	1, 3, 4, 10, 14	Undertook a self-guided audio tour of Westminster	n/a	Improved knowledge of architecture, British history	Research into the history of the local parish church and

CPD hours		Abbey		and examples of heritage interpretation	investigation into possible community volunteering HBR projects with the local archaeological society
1					

Date(s)	Linked to PDP Objective #	Learning activity (& type)	Training provider (If appropriate)	Outcomes/benefits	Follow up
	1, 8, 10, 12, 14	Gave an illustrated talk to children at the local museum as part of the Festival of British Archaeology	n/a	Experience of public speaking, improved knowledge of PowerPoint software	Invitation to visit the local primary school next term and teach a class about the Romans
CPD hours					
4					
	4, 7, 8, 14	Volunteered at Silchester for a week	Various staff members of the University of Reading led classes on relevant subjects	Experience helping teach excavation skills to undergraduate students and other volunteers, improved surveying skills	Helping some of the volunteers fill out IfA application forms and start keeping CPD logs
CPD hours					
56					
	5, 7, 10	Gave an interview for the local newspaper	n/a	Practice of disseminating information to the public on heritage issues	
CPD hours					
1					

Date of next review: