

# IAGSA CPD Summary Record

1 October 2011 - 30 September 2012

Your level of CPD	Tick	Points required
CPD1 (first year of CPD/for Associates)	<input type="checkbox"/>	15
CPDm (2-4 years of CPD)	<input type="checkbox"/>	12
CPDmf (5 years+ CPD)	<input type="checkbox"/>	12

## Your Summary Record

Please transfer details of your training undertaken or learning experiences recorded on your Individual Training Records onto this sheet and allocate your CPD points accordingly to either the unstructured or structured column (see the CPD points list for more guidance). Additional records of activity may also be added here, for example, if you are an active Branch committee member you can record this activity and allocate your points accordingly.

CPD Candidate Name

Example

Date	What activity did you do?	Ref	Points		
			Structured	Unstructured	Total
01/12/11	Branch – Half day workshop (3.5hrs) – Advanced Excel. <span style="float: right;">EXAMPLE</span>	AL	3	EXAMPLE	3
<b>STRUCTURED AND UNSTRUCTURED TRAINING</b>					
<b>ADDITIONAL ACTIVITIES</b>					
EXAMPLE	Branch Secretary for IAGSA Shropshire Branch		3	EXAMPLE	3
<b>Total</b>					

**HELPFUL NOTES:** For CPD1 and CPDm level Members, please do not forget to send in your Individual Training Records to support this CPD Summary. For CDPmf level members you only need to send in your CPD summary but Individual Training Records are also welcome. For all members, please do remember to keep all your supporting documentation available at home just in case our external assessor calls-in your CPD records for a spot check.

<p><u>ANNUAL DECLARATION to be received by National IAGSA Office by 14 October 2012 deadline</u></p> <p>I declare that this is a true and correct record of my Continuing Professional Development in the year to 30th September 2012.</p> <p>Signed..... Name in capitals..... Date.....</p>
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