

A CPD template and worked example

Continuing Professional Development (CPD) template

Date	Activity	Hours*	Learning Statement**	Evidence

*A minimum level of CPD activity is 30 mins

**A learning statement should indicate the impact the activity has had on you, your work, your customers or suppliers.

Continuing Professional Development (CPD) template – worked example

Date	Activity	Hours*	Learning Statement**	Evidence
00/00/18	Presentation from an organisation on sustainable procurement	3	Information on their supplier audit useful as a template for ours.	Meeting minutes
00/00/18	HR briefing on new company e-Learning	2	New modules will be valuable addition to our supply chain apprentice training.	Senior team briefing minutes
00/00/18	Essex branch meeting GDPR talk	2	Highlighted issues re. sharing supplier info with partners. Change contract wording?	CIPS attendance sheet
00/00/18	CIPS Ethics test	4	Good practice on ethical procurement – brief team. Look up new contract legislation.	CIPS certificate
00/00/18	CIPS Knowledge resources Contract Management	1 : 30	Used templates for Contract Management Cycle, Category Plan template, RAQSCI to develop own version.	Copy of own version of contract cycle
	SUB - TOTAL	12 : 30		

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