A companion for Australian psychologists working towards continuing professional development requirements

To purchase this workbook without the 'SAMPLE' watermark, either in PDF or print format please visit cpdworkbook.com or contact Dr Gareth Furber at cpdworkbook@gmail.com
Disclaimer

This workbook was designed to be a useful tool to assist psychologists in understanding and meeting their continuing professional development requirements. Every effort has been made to ensure the information contained in this workbook is correct at the time of publication. However, users should consult the Psychology Board of Australia’s website (www.psychologyboard.gov.au) to ensure they remain up-to-date with current psychology registration requirements. Before relying on material in the workbook, users should independently verify the accuracy, completeness and relevance for their purposes. The authors shall not be held liable or responsible to any person or entity with respect to any loss or incidental or consequential damages caused, or alleged to have been caused, directly or indirectly, by the information contained herein.

Sales and Feedback

For sales enquiries, please visit our website www.cpdworkbook.com

If you would like to provide feedback on this workbook including suggestions on how it might be improved in future versions, please direct it to Dr Gareth Furber at CPDworkbook@gmail.com
The Psychology Board of Australia (www.psychologyboard.gov.au) is responsible for the registration of Australian psychologists, and requires all psychologists (with some exceptions) to engage in professional development in order to maintain their registration. The rationale behind CPD is simple. By encouraging psychologists to improve their knowledge, expertise and competence and keep up-to-date with advances in evidence and theory, they will be better able to meet the changing needs of clients, and provide the highest quality service within the varied settings in which they work.

In order to demonstrate engagement in CPD, psychologists should maintain a professional development portfolio. A good professional development portfolio should consist of two components:

1. A place to record and reflect on your learning during the year. Whilst some psychologists use online services to track CPD activities, printed workbooks are more portable and convenient for taking notes during learning activities. This workbook has been designed to simplify the process of meeting your CPD requirements, by providing a summary outlining clearly what the CPD requirements for psychologists are, and providing a single definitive place in which to plan, record and reflect on your CPD activities during the year.

2. A folder or box in which to store evidence of CPD including certificates of attendance, receipts, notes from workshops/seminars and supervision agreements, as well as professional documents such as your curriculum vitae, job and person specification, employment contract and registration certificate. Folders suitable for this purpose are readily available at stationery stores and are very cheap. The folder should become a repository for important documents collected during the CPD year.

Together, a workbook and folder constitute a complete CPD portfolio, which can be archived at the end of the CPD year and brought out any time you are required to demonstrate your learning. The Board requires you to maintain up-to-date CPD records in case you are audited. In addition, a well-organised portfolio has practical benefits such as being a resource for job applications, interview preparation and teaching, as well as encouraging you to build good habits in reflective practice.
This workbook is divided into four sections:

- Section 1 summarises current Psychology Board Requirements for CPD, clarifying the number of hours and types of CPD that must be completed, as well as how that CPD is to be recorded.

- Section 2 guides you through the process of creating a Learning Plan, which is a critical component of your CPD requirements. By the time you have completed your Learning Plan, you will have set clear goals for your learning and development throughout the year.

- Section 3 contains Professional Development Records which enable you to log your CPD activities during the year. The convenient format means you can carry this workbook with you, flip to section 3, and document your CPD progress as you need to, regardless of whether it is during peer consultation sessions, group discussions, conferences, workshops or while reading/researching.

- Section 4, entitled Tally and Reflections, contains a tally table for you to add up your CPD hours for the year, as well as a series of questions to guide you through the process of reflecting on the activities of the year. This includes identifying which activities were most valuable, how successful you were at achieving your learning goals and what activities you might pursue in the following year.
In general, to maintain registration, psychologists are required to complete a minimum of 30 hours of CPD activities annually, with the CPD cycle running from the 1st December to the 30th November the following year. Of the 30 hours, a minimum of 10 hours must be achieved through peer consultation. In addition, it is recommended (although not required) that 10 of the hours are active CPD. These rules apply regardless of whether a psychologist works full-time or part-time.

Not sure what some of these terms mean? Head to page 7 for definitions of key terms.

Note: Whilst every effort has been taken to ensure the information provided in this section is accurate and up-to-date, you are strongly encouraged to visit the Psychology Board website (www.psychologyboard.gov.au) to download current versions of CPD requirement documents.

All CPD activities should be recorded in a portfolio, which should include a Learning Plan (p. 9) where learning goals are identified and a Professional Development Record (p. 19) where you record and reflect on CPD activities. It is through your portfolio that you should be able to demonstrate that you have identified specific learning goals, structured your learning according to these goals, logged and kept notes of all CPD activities, reflected on key lessons from these activities, and reflected on whether your CPD activities have achieved your goals. It will be this portfolio that you will need to provide in the event that you are audited.

You should also keep other evidence of attendance at CPD activities (e.g. receipts, certificates, workshop handouts, supervision agreements and written notes) and evidence of employment (e.g. contract, job and person specification, curriculum vitae) in your portfolio. In the event that you are audited, these items will provide additional confirmation of your engagement in CPD activities. Remember to keep your CPD portfolio for five years, as required by the Board.

Psychologists with one or more areas of practice endorsement need to ensure their CPD is focused on those areas. A psychologist with one area of practice endorsement is required to complete 16 of the 30 hours within that area of practice. The other 14 hours may be in any area relevant to their practice. Psychologists with two or more areas of practice endorsement must split the 30 hours evenly between the areas (e.g. 15 each for two areas, 10 each for three areas). The 10 hours of peer consultation can be completed in any of the psychologist’s areas of practice endorsement.
Psychologists who provide Medicare services should check any specific requirements on the Board’s website. However, in general, meeting the Psychology Board’s CPD requirements now meets any Medicare CPD requirements – that is, there are no longer separate CPD requirements for psychologists providing Medicare services.

**EXCEPTIONS**

Whilst the 30-hour requirement is relevant to most psychologists, readers should note the following conditions/exceptions:

- Psychologists who are registered as ‘Provisional’ or ‘Non-Practising’ for the full registration year do not need to meet these requirements. Provisional psychologists should however refer to the Psychology Board website as they have their own reporting requirements.

- Psychologists who change their registration status during the year from ‘Provisional’, ‘Non-Practising’ or ‘Unregistered’ to ‘General’, need only complete CPD for the portion of the year where they had ‘General’ registration. For the sake of calculating your requirements in this case, 2.5 hours (150 minutes) of CPD is required for each full month of general registration, made up of at least 50 minutes of peer consultation and 100 minutes of general CPD.

- Psychologists undertaking a registrar program for an area of practice endorsement should check with the Psychology Board about their specific CPD requirements. In short, those undertaking a registrar program full time will more than meet the Board’s general CPD requirements, however those completing the registrar program part-time should ensure they meet the full CPD requirement (10 hours of peer consultation and 20 hours of other CPD activities).

- Psychologists can submit written requests for partial exemption in special circumstances such as ill health, parental leave or carer’s leave. There is a formal policy outlining the CPD exemption rules that can be accessed from the Psychology Board website (www.psychologyboard.gov.au).

- Board-approved supervisors have their own CPD requirements and should refer to the Board’s website for further details. In brief, Board-approved supervisors must undertake Board-approved supervisor training at least every five years, and are encouraged to complete additional professional development activities related specifically to skills like supervision, learning, teaching or mentoring.
**CPD Activities**

The Board recommends that the CPD activities you undertake be relevant to your area(s) of practice. The range of CPD activities that can be counted towards registration is large, and includes attending or providing workshops, seminars and conference presentations; internet and multimedia-based learning (e.g. DVDs, podcasts); reading (scholarly books and journals); participating in book and journal clubs; post-graduate study; developing research proposals and grants; and providing peer consultation to other psychologists. CPD activities completed for other registration requirements (e.g. overseas boards, membership of professional associations) can be “double counted” as long as the CPD activities meet the Board’s requirements and align with the psychologist’s learning plan. The Board’s CPD Guidelines contain a very helpful list of tips on completing CPD activities for those psychologists who are remote, regional, low income or part-time.

There are some important caveats. First, activities that are part of your everyday role cannot be counted - for example, regular teaching as part of a clinical role or publications produced as part of a research job. Second, the time you spend preparing and giving a new presentation or seminar can be counted, but only the first time you provide it. Subsequent presentations of the same material cannot be counted.

**Peer Consultation**

Peer consultation is a specific type of CPD activity and refers to ‘supervision, mentoring and consultation in one-on-one or group format, for the purposes of professional development and support in the practice of psychology. It includes a critically reflective focus on the practitioner’s own practice’. (Guidelines: Continuing professional development, Psychology Board of Australia). You are not limited to face-to-face supervision, and can use teleconference, telephone, internet, email or web forum-based consultation.

The Board recommends most of your peer consultation be with other psychologists, however you can also consult with other professions (e.g. social work, psychiatry) as long as these professionals have the knowledge and skills necessary to help you develop your skills further. Finally, the topics of consultation are not limited to client work and may include discussions on management, administration, teaching, research, professional matters, record keeping, publications, practice issues and even reflections on CPD activities.

There are a couple of important things to note. First, you should be aware of the distinction between consultation received (i.e. focused on your own practice) versus consultation provided (i.e. focused on another’s practice). **The 10 hours of peer supervision required by the Board refers to consultation received (i.e. focused on your own practice).** Thus, if you meet with another psychologist weekly for one hour, and 30 minutes of that time is devoted to your cases, the full hour can count towards your 20 hours of general CPD, but only 30 minutes can count towards the 10 hours peer consultation requirement. Second, you cannot count consultation with a provisional psychologist towards your 10 hours. Third, if you are a supervisor of a 4+2 internship program or area of practice endorsement candidate, you cannot count that time towards your peer consultation hours.
Active CPD

Active CPD refers to CPD activities with an interactive component that enhance learning. According to the Board, this includes ‘activities that engage the participant and reinforce learning through written or oral activities designed to enhance and test learning’. (Guidelines: Continuing professional development, Psychology Board of Australia). The Board recommends active CPD, but they do not consider it compulsory. However, those undertaking a registrar program do have specific requirements relating to active CPD, and should check their own guidelines for further details.

Learning Plan

A Learning Plan is a document in which an individual identifies learning goals, actions they will take to move towards these goals and resources they will use to achieve them. **The Learning Plan is a crucial component of the CPD portfolio** and sets the framework for the CPD activities the psychologist will undertake during the year.

**Note:** This set of definitions is not exhaustive, and you are directed to the Psychology Board’s website www.psychologyboard.gov.au to read the latest key CPD documents.
Central to the Psychology Board’s CPD requirements is the development of a Learning Plan. Through your Learning Plan you should be able to demonstrate that you have:

a) identified specific learning goals
b) identified opportunities, activities and resources to meet those goals, and
c) reflected on how achieving those learning goals will influence your practice.

Your Learning Plan should be individualised to your unique situation, reflecting where you work, the skills you want/need to develop, and your professional requirements such as areas of practice endorsement. Keep in mind, a Learning Plan is a living document that can be modified and updated during the course of the year to reflect your experiences and changing needs. To assist you in developing your initial Learning Plan, a set of guiding questions is provided below. These should be read in conjunction with the Board’s Guidelines on Continuing Professional Development. Remember, you must identify at least one goal.

Reflection Questions for Learning Plan

Previous learning activities

What workshops, conferences or seminars have you attended in the past that you found interesting or useful? What was it about them that was interesting/useful?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Section 2: Learning Plan
**Current Role**

What are the most important competencies in your current position/practice?
What knowledge and skills do you need in order to perform better in your current role?
What activities (e.g. reading, workshops, supervision) will best help you build the knowledge and skills you need?

---

**Formal requirements**

What professional requirements do you need to meet (e.g. area[s] of practice endorsement)?
What topics, therefore, should constitute a significant portion of your CPD?
Core competencies

In which of these areas of psychology do you have the least knowledge/skills? (taken from Psychology Board of Australia’s ‘Guidelines on area of practice endorsements’)

☐ Knowledge of the discipline  ☐ Research and evaluation
☐ Ethical, legal and professional matters  ☐ Communication and interpersonal relationships
☐ Psychological assessment and measurement  ☐ Working within a cross-cultural context
☐ Intervention strategies  ☐ Practice across the lifespan

Are there specific competencies within any of these areas that you would like to develop?

Future Role

What are your career goals? Where do you want to be in your career in one, five and ten years?
What knowledge or skills might you need in the future?
What knowledge or skills might you need to make the transition from your current role to a new role?
To give you a sense of how a completed Learning Plan might look, see the following examples. Note that for each goal there is a space to reflect during the year on your progress towards achieving that goal and make changes as necessary.

**Goal 1**

*What is it you want to learn and why?*

I want to learn more about CBT programs for adolescents in order to treat them more effectively in my private practice. We have a long waiting list of adolescent referrals.

*What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)*

1. There is a workshop being offered within our service later in the year on working with adolescents with depression (August)
2. I can try to arrange supervision from a colleague at work who does a lot of work with adolescents

*How do you see yourself applying these new skills?*

Accepting more adolescent referrals

*Goal Reflection/Changes:*

the workshop was useful and provided with me with many worksheets and exercises that I now use with adolescents. The supervision did not work out, so instead joined an online discussion group following the workshop. Using the discussion group to get therapy materials (e.g. worksheets)
Goal 2

What is it you want to learn and why?

Increase skills in clinical note taking

What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)

Seminar being run by employer later in year on professional note taking
Attend workshop on legal skills for psychologists - July
Arrange supervision sessions with a senior psychologist, to specifically discuss this topic

How do you see yourself applying these new skills?

Feeling more confident that my case notes and clinical note-taking skills are of a high standard.
Better understanding the legal and ethical matters around note-taking.

Goal Reflection/Changes:

I feel much more confident in my note-taking ability. My notes are properly documented in case of legal involvement, and I now have a clear structure to follow which has helped to streamline my note-taking process.
Goal 1

What is it you want to learn and why?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

How do you see yourself applying these new skills?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Goal Reflection/Changes:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

____________________________________________________________________
Goal 2

What is it you want to learn and why?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How do you see yourself applying these new skills?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Goal Reflection/Changes:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Goal 3

What is it you want to learn and why?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

How do you see yourself applying these new skills?

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Goal Reflection/Changes:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Goal 4

What is it you want to learn and why?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How do you see yourself applying these new skills?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Goal Reflection/Changes:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Goal 5

What is it you want to learn and why?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

What opportunities, activities or resources have you identified that can fulfil this goal? (include dates where appropriate)

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

How do you see yourself applying these new skills?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Goal Reflection/Changes:

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________
At the core of a professional development portfolio is a detailed record of the CPD activities you participate in and the key lessons you take from these activities. The Psychology Board provides clear guidelines on what needs to be recorded, but gives each psychologist flexibility in how they record it. There are a number of different ways to record your participation in CPD activities, including logging your CPD electronically. The advantage of this workbook is that it is entirely portable - you can bring it with you to meetings, conferences, seminars or anywhere you may engage in CPD, and be able to log your participation in the activity, and reflect on the activity immediately afterwards.

For each CPD activity that you engage in, including peer consultation, the professional development record allows you record the following **basic information**:

- The date that the activity took place.
- The type of activity (e.g. peer consultation, workshop, seminar, conferences, reading, internet or multimedia learning, book or journal club, post-graduate study, research).
- The title or focus of the activity. For example, in the case of a workshop, this would be the workshop’s name. For peer consultation, it would be the focus of what was discussed during the peer consultation session. For journal or book reading, it would be the title of the book or journal article.
- The people involved in the activity. For example, in the case of a workshop this would be the presenter. In the case of reading this would be the author. In peer consultation, it would be the names of the participants.
- Signatures of participants (only required for peer consultation).
- The time spent in the activity divided into the following:
  - Total time spent in activity
  - Peer consultation received (i.e. focused on own practice)
  - Time counted towards Areas of Practice Endorsements
  - Time counted as Active CPD (for those that have compulsory active CPD requirements)
In addition to these details you are required to demonstrate “reflection” on each activity through the notes you take during and/or after the activity. One good way to achieve such reflection is to think of the following six questions when taking notes during and after the activity.

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

The record format used in this workbook combines the **basic information** and **reflection** requirements into a “one page per event” format. As such, it works much like a notepad in that it provides you ample room to take notes during and after the activity, but also prompts you to record all the information that needs to be recorded about the activity at the same time. The space to record the time spent in the activity has been located in the top right corner making it easier to tally your CPD time during the professional development year and record it on the tally page (page 125). We’ve provided enough records for 52 events, assuming one learning event per week over the course of the professional development year.

**Note 1:** You can only count events that were completed whilst you were registered towards your CPD requirements. Training or supervision completed during periods that you were not registered cannot be counted.

**Note 2:** You cannot count consultation with provisional psychologists towards the 10 hours of peer consultation.
### PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL TIME SPENT IN ACTIVITY</td>
</tr>
<tr>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

*Section 3: Professional Development Record*
# Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>(Time Counted as Active CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
**Professional Development Record**

**Date**

**Activity Type**

**Title/Focus of Activity**

**Presenter/Participants/Author**

**Signatures (Peer Consultation Only)**

**Hours**

- **Total Time Spent in Activity**
- **Peer Consultation Received** (Focused on Own Practice)
- **Time Counted Towards Area of Practice Endorsement #1**
- **Time Counted Towards Area of Practice Endorsement #2**
- **(Time Counted as Active CPD)**

**Reflections/Notes**

---

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

**Section 3: Professional Development Record**
## Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
</tr>
</tbody>
</table>

| TOTAL TIME SPENT IN ACTIVITY | 
| PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE) | 
| TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1 | 
| TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2 | 
| (TIME COUNTED AS ACTIVE CPD) | 

## Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Type</td>
<td>Peer Consultation Received (Focused on Own Practice)</td>
</tr>
<tr>
<td>Title/Focus of Activity</td>
<td>Time Counted Towards Area of Practice Endorsement #1</td>
</tr>
<tr>
<td>Presenter/Participants/Author</td>
<td>Time Counted Towards Area of Practice Endorsement #2</td>
</tr>
<tr>
<td>Signatures (Peer Consultation Only)</td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

Prompts and ideas for your reflections:

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

Section 3: Professional Development Record
# Section 3: Professional Development Record

## Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY TYPE</th>
<th>PEER CONSULTATION RECEIVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(FOCUSED ON OWN PRACTICE)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE/FOCUS OF ACTIVITY</th>
<th>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PRESENTER/PARTICIPANTS/AUTHOR</th>
<th>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES (PEER CONSULTATION ONLY)</th>
<th>(TIME COUNTED AS ACTIVE CPD)</th>
</tr>
</thead>
</table>

## Reflections/Notes

<table>
<thead>
<tr>
<th>Prompts and ideas for your reflections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What was the content of the activity?</td>
</tr>
<tr>
<td>2. What did you learn?</td>
</tr>
<tr>
<td>3. How did what you learn relate to your learning plan and practice?</td>
</tr>
<tr>
<td>4. What actions might you take following the activity?</td>
</tr>
<tr>
<td>5. What further learning needs have you identified?</td>
</tr>
<tr>
<td>6. What additional professional development might you undertake?</td>
</tr>
</tbody>
</table>
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Presenter/Participants/Author</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Hours

- Total Time Spent in Activity
- Peer Consultation Received (Focused on Own Practice)
- Time Counted Towards Area of Practice Endorsement #1
- Time Counted Towards Area of Practice Endorsement #2
- (Time Counted as Active CPD)

### Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

Section 3: Professional Development Record
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE/FOCUS OF ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER/PARTICIPANTS/AUTHOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES (PEER CONSULTATION ONLY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Reflections/Notes**

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

*Section 3: Professional Development Record*
## Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

Prompts and ideas for your reflections:

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

Section 3: Professional Development Record
## PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Presenter/Participants/Author</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reflections/Notes**

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Type</td>
<td>Peer Consultation Received (Focused on Own Practice)</td>
</tr>
<tr>
<td>Title/Focus of Activity</td>
<td>Time Counted Towards Area of Practice Endorsement #1</td>
</tr>
<tr>
<td>Presenter/Participants/Author</td>
<td>Time Counted Towards Area of Practice Endorsement #2</td>
</tr>
<tr>
<td>Signatures (Peer Consultation Only)</td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

- What was the content of the activity?
- What did you learn?
- How did what you learn relate to your learning plan and practice?
- What actions might you take following the activity?
- What further learning needs have you identified?
- What additional professional development might you undertake?

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

- Prompts and ideas for your reflections:
  1. What was the content of the activity?
  2. What did you learn?
  3. How did what you learn relate to your learning plan and practice?
  4. What actions might you take following the activity?
  5. What further learning needs have you identified?
  6. What additional professional development might you undertake?

---

*Section 3: Professional Development Record*
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

**Reflections/Notes**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

**Prompts and ideas for your reflections**

- What was the content of the activity?
- What did you learn?
- How did what you learn relate to your learning plan and practice?
- What actions might you take following the activity?
- What further learning needs have you identified?
- What additional professional development might you undertake?
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

Section 3: Professional Development Record
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>(Time Counted as Active CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?

### Prompts and Ideas for your reflections

4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

*Section 3: Professional Development Record*
### Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

- **Prompts and ideas for your reflections**
  1. What was the content of the activity?
  2. What did you learn?
  3. How did what you learn relate to your learning plan and practice?
  4. What actions might you take following the activity?
  5. What further learning needs have you identified?
  6. What additional professional development might you undertake?

---

Section 3: Professional Development Record
### PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY TYPE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE/FOCUS OF ACTIVITY</th>
<th>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER/PARTICIPANTS/AUTHOR</th>
<th>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES (PEER CONSULTATION ONLY)</th>
<th>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2 (TIME COUNTED AS ACTIVE CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

- What was the content of the activity?
- What did you learn?
- How did what you learn relate to your learning plan and practice?
- What actions might you take following the activity?
- What further learning needs have you identified?
- What additional professional development might you undertake?

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
# Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Type</th>
<th>Activity Title/Focus</th>
<th>Presenter/Participants/Author</th>
<th>Signatures (Peer Consultation Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours</th>
<th>Total Time Spent in Activity</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
<th>(Time Counted As Active CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

- **Prompts and ideas for your reflections**
  1. What was the content of the activity?
  2. What did you learn?
  3. How did what you learn relate to your learning plan and practice?
  4. What actions might you take following the activity?
  5. What further learning needs have you identified?
  6. What additional professional development might you undertake?

*Section 3: Professional Development Record*
Professional Development Record

Date

Activity Type

Title/Focus of Activity

Presenter/Participants/Author

Signatures (Peer Consultation Only)

Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
**PROFESSIONAL DEVELOPMENT RECORD**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

**Reflections/Notes**

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Type</td>
<td>Peer Consultation Received</td>
</tr>
<tr>
<td></td>
<td>(Focused on Own Practice)</td>
</tr>
<tr>
<td>Title/Focus of Activity</td>
<td>Time Counted Towards Area of Practice Endorsement #1</td>
</tr>
<tr>
<td>Presenter/Participants/Author</td>
<td>Time Counted Towards Area of Practice Endorsement #2</td>
</tr>
<tr>
<td></td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activity Type</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title/Focus of Activity</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Presenter/Participants/Author</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?

4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

**Reflections/Notes**

---

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
## PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

---

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

**Prompts and ideas for your reflections**

---

### Section 3: Professional Development Record
### Reflects/Notes

<table>
<thead>
<tr>
<th>Prompt and ideas for your reflections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. What was the content of the activity?</td>
</tr>
<tr>
<td>2. What did you learn?</td>
</tr>
<tr>
<td>3. How did what you learn relate to your learning plan and practice?</td>
</tr>
<tr>
<td>4. What actions might you take following the activity?</td>
</tr>
<tr>
<td>5. What further learning needs have you identified?</td>
</tr>
<tr>
<td>6. What additional professional development might you undertake?</td>
</tr>
</tbody>
</table>
# Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY TYPE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE/FOCUS OF ACTIVITY</th>
<th>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRESENTER/PARTICIPANTS/AUTHOR</th>
<th>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES (PEER CONSULTATION ONLY)</th>
<th>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

Prompts and ideas for your reflections

---

Section 3: Professional Development Record
prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
## Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

- Prompts and ideas for your reflections
  1. What was the content of the activity?
  2. What did you learn?
  3. How did what you learn relate to your learning plan and practice?
  4. What actions might you take following the activity?
  5. What further learning needs have you identified?
  6. What additional professional development might you undertake?

---

Section 3: Professional Development Record
# Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>(Time Counted as Active CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
Section 3: Professional Development Record

Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

Reflect on the activity you participated in and answer the following prompts:

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
## Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

**Prompts and ideas for your reflections**

Section 3: Professional Development Record
# Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
# Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Presenter/Participants/Author</th>
<th>Signatures (Peer Consultation Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Time Spent in Activity</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
<th>(Time Counted as Active CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

*Section 3: Professional Development Record*
### PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Peer Consultation Received</td>
</tr>
<tr>
<td></td>
<td>(Focused on Own Practice)</td>
</tr>
<tr>
<td></td>
<td>Time Counted Towards Area of</td>
</tr>
<tr>
<td></td>
<td>Practice Endorsement #1</td>
</tr>
<tr>
<td></td>
<td>Time Counted Towards Area of</td>
</tr>
<tr>
<td></td>
<td>Practice Endorsement #2</td>
</tr>
<tr>
<td></td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

**Reflections/Notes**

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
# Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
Section 3: Professional Development Record
### PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
</tr>
</tbody>
</table>

### HOURS

| TOTAL TIME SPENT IN ACTIVITY |
| PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE) |
| TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1 |
| TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2 |
| (TIME COUNTED AS ACTIVE CPD) |

### Reflections/Notes

---

**Prompts and ideas for your reflections**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

Section 3: Professional Development Record
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

- What was the content of the activity?
- What did you learn?
- How did what you learn relate to your learning plan and practice?

### Prompts and Ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

Section 3: Professional Development Record
### PROFESSIONAL DEVELOPMENT RECORD

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
<th>Time Counted as Active CPD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Title/Focus of Activity**

**Presenter/Participants/Author**

**Signatures (Peer Consultation Only)**

### Reflections/Notes

- **Prompts and ideas for your reflections**
  1. What was the content of the activity?
  2. What did you learn?
  3. How did what you learn relate to your learning plan and practice?
  4. What actions might you take following the activity?
  5. What further learning needs have you identified?
  6. What additional professional development might you undertake?

Section 3: Professional Development Record
## Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Type</td>
<td>Peer Consultation Received (Focused on Own Practice)</td>
</tr>
<tr>
<td>Title/Focus of Activity</td>
<td>Time Counted Towards Area of Practice Endorsement #1</td>
</tr>
<tr>
<td>Presenter/Participants/Author</td>
<td>Time Counted Towards Area of Practice Endorsement #2</td>
</tr>
<tr>
<td>Signatures (Peer Consultation Only)</td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Type</td>
<td>Peer Consultation Received</td>
</tr>
<tr>
<td>(Focused on Own Practice)</td>
<td>Time Counted Towards Area of Practice Endorsement #1</td>
</tr>
<tr>
<td>Title/Focus of Activity</td>
<td>Time Counted Towards Area of Practice Endorsement #2</td>
</tr>
<tr>
<td>Presenter/Participants/Author</td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

**Reflections/Notes**

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

Section 3: Professional Development Record

109
## Section 3: Professional Development Record

### Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Type</td>
<td>Peer Consultation Received (Focused on Own Practice)</td>
</tr>
<tr>
<td>Title/Focus of Activity</td>
<td>Time Counted Towards Area of Practice Endorsement #1</td>
</tr>
<tr>
<td>Presenter/Participants/Author</td>
<td>Time Counted Towards Area of Practice Endorsement #2</td>
</tr>
<tr>
<td>Signatures (Peer Consultation Only)</td>
<td>(Time Counted as Active CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

### Prompts and ideas for your reflections
<table>
<thead>
<tr>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
</tr>
</tbody>
</table>

| TOTAL TIME SPENT IN ACTIVITY |
| PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE) |
| TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1 |
| TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2 |
| (TIME COUNTED AS ACTIVE CPD) |

**Reflections/Notes**

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
### Professional Development Record

<table>
<thead>
<tr>
<th></th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Total Time Spent</td>
<td></td>
</tr>
<tr>
<td>Peer Consultation</td>
<td></td>
</tr>
<tr>
<td>Time Counted</td>
<td></td>
</tr>
<tr>
<td>Practice Endorsement</td>
<td></td>
</tr>
</tbody>
</table>

#### Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

**Prompts and ideas for your reflections**

---

**Section 3: Professional Development Record**
## Professional Development Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time Spent in Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Type</th>
<th>Peer Consultation Received (Focused on Own Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title/Focus of Activity</th>
<th>Time Counted Towards Area of Practice Endorsement #1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter/Participants/Author</th>
<th>Time Counted Towards Area of Practice Endorsement #2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signatures (Peer Consultation Only)</th>
<th>(Time Counted as Active CPD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Reflections/Notes

### Prompts and Ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

---

*Section 3: Professional Development Record*
## Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

Prompts and ideas for your reflections

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?
PROFESSIONAL DEVELOPMENT RECORD

DATE

ACTIVITY TYPE

TITLE/FOCUS OF ACTIVITY

PRESENTER/PARTICIPANTS/AUTHOR

SIGNATURES (PEER CONSULTATION ONLY)

TOTAL TIME SPENT IN ACTIVITY

PEER CONSULTATION RECEIVED
(FOCUSED ON OWN PRACTICE)

TIME COUNTED TOWARDS AREA OF
PRACTICE ENDORSEMENT #1

TIME COUNTED TOWARDS AREA OF
PRACTICE ENDORSEMENT #2

(TIME COUNTED AS ACTIVE CPD)

Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?
4. What actions might you take following the activity?
5. What further learning needs have you identified?
6. What additional professional development might you undertake?

Section 3: Professional Development Record
### Professional Development Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>TOTAL TIME SPENT IN ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTIVITY TYPE</td>
<td>PEER CONSULTATION RECEIVED (FOCUSED ON OWN PRACTICE)</td>
</tr>
<tr>
<td>TITLE/FOCUS OF ACTIVITY</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #1</td>
</tr>
<tr>
<td>PRESENTER/PARTICIPANTS/AUTHOR</td>
<td>TIME COUNTED TOWARDS AREA OF PRACTICE ENDORSEMENT #2</td>
</tr>
<tr>
<td>SIGNATURES (PEER CONSULTATION ONLY)</td>
<td>(TIME COUNTED AS ACTIVE CPD)</td>
</tr>
</tbody>
</table>

### Reflections/Notes

1. What was the content of the activity?
2. What did you learn?
3. How did what you learn relate to your learning plan and practice?

### Prompts and ideas for your reflections

1. What actions might you take following the activity?
2. What further learning needs have you identified?
3. What additional professional development might you undertake?

---

*Section 3: Professional Development Record*
At the end of the CPD year, tally up the time values from each professional development record page, and record them here. These are your totals for the professional development year.

As a reminder, in general, to maintain registration, psychologists are required to complete a minimum of **30 hours of CPD activities annually**, of which at least **10 hours must be achieved through peer consultation received**. Psychologists with one or more areas of practice endorsement need to ensure their CPD is focused on those areas.
Towards the end of the professional development year, it is recommended that you take some time to reflect on the previous year’s professional development activities. You might do this on your own, or in a discussion with colleagues. The purpose of this reflection is to determine how well your professional development activities and peer consultation sessions met the needs and goals set out in your Learning Plan, and to set some preliminary goals for the upcoming professional development year.

To assist you in this process we have provided you with a number of reflection questions and some space to write your thoughts.

**Most memorable learning activities**

*What was the most influential CPD activity you completed this year?*
*In what way(s) was it influential? (e.g. changed your attitude, led to a noticeable increase in skills, opened up new opportunities).*

**Learning Goals**

*Which goal(s) from your Learning Plan did you feel were best achieved?*
*What are some learning goals that you might set for next year?*
*Did any of your goals change during the year?*
Skills and Knowledge

Did your CPD during the year noticeably improve your skills, knowledge and effectiveness as a psychologist? What specifically improved?

Did your CPD during the year highlight any significant gaps in your knowledge that you can address next year?

Active Learning

How many of your CPD activities were active, that is, contained an interactive component (e.g. role plays, tests) that enhanced learning?

What activities might you engage in next year in order to make your CPD more interactive?

Signoff

I hereby declare that the information contained in this portfolio is an accurate record of the CPD I have undertaken over the past year

Name of Psychologist: ____________________________

Registration Number: ____________________________

Date: ____________________________

Signature: ____________________________  

Don't forget to renew your registration!
References

All references are available from www.psychologyboard.gov.au

Guidelines: Continuing Professional Development
Psychology Board of Australia, 1 December 2015

Guidelines on area of practice endorsements
Psychology Board of Australia