This is the CPD record for

( ) (name)

**Structured** (A minimum 21 hours towards the annual 35 hour requirement)

To accommodate as much detail as you wish to include, the rows below will expand as you type in text. You are able to "copy and paste" text into this document. If you wish to handwrite your entries please print off pages 5-9 below.

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| **Date of Activity** | **Who provided the CPD?**  Name of firm, website or publication | **Summary / Name of Activity:**  Example - Investment Seminar, reading IHT article, online webinar, meeting product provider, in house workshop | **Learning Objective:** Include the reason for undertaking the activity, any knowledge gaps fulfilled or outstanding and your individual learning s gained by carrying out the activity | **Benefit to your role and outcome.**  How will the knowledge be applied in the workplace? How did this activity meet your learning objective? | **Time spent** | **Support**  **Documents**  *Attach your documents to your submission*  🗹 |

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**Unstructured** (Maximum 14 hours towards the overall 35 hour annual requirement)

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**Any additional notes or comment: (If required)**

This is a record of Continuing Professional Development for

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**Structured** A minimum 21 hours towards the annual 35 hour requirement)

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**Unstructured** (Max 14 hours towards the overall 35 hour annual requirement)

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