

[Click here to see an example of this template as a record.](#)

Short CPD Record

Because sometimes there just isn't enough time in the day...




This form is a quick and simple way of recording CPD courses. Staff are really busy and sometimes just need an easy form which can be completed in 5 minutes. Valuable data can be collected to provide quick and easy analysis for senior leaders.

Professional Learning - Record and Reflections

Length of CPD in Hours 2.00	Approximate Cover Cost (£200 per Day) 0.00	Cost of CPD 0.00
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CPD Type Outcome: **First Aid**

First Aid

▼  0  0  0 Add +

CPD Quality Outcome: **Useful**

Useful

▼  0  0  0 Add +




CPD - Record and Reflection

Briefly outline the following:

- The objectives covered in the CPD session
- Your reflections on the CPD
- The impact on your practice

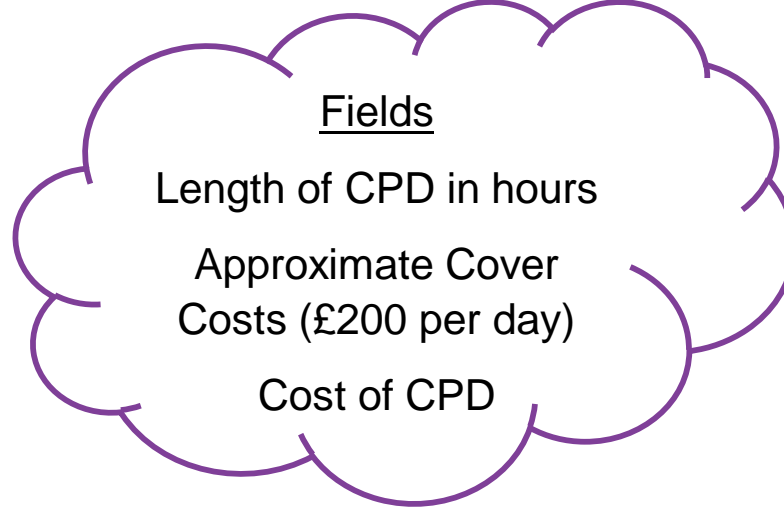
Comments:

Whole school epi-pen training during inset day

▼  0  0  0 Add +

The entire form consists of:

- 3 fields
- 3 focus areas
- 2 outcome sets



Professional Learning - Record and Reflections		
Length of CPD in Hours 2.00	Approximate Cover Cost (£200 per Day) 0.00	Cost of CPD 0.00

Fields are used to collect contextual information which does not need to be quantified within reports. None of this information will be pulled through into reports.

Focus Areas
CPD Type
CPD Quality
CPD – Record and Reflection

Both of these focus areas have comments disabled and outcome sets linked to them. The results from these outcomes informs the data within reports.

Comments can be toggled on or off – to keep this record short and time saving, I have switched them off for the first two focus areas.

CPD Type Outcome: First Aid

First Aid

CPD Quality Outcome: Useful

Useful

CPD - Record and Reflection

Briefly outline the following:

- The objectives covered in the CPD session
- Your reflections on the CPD
- The impact on your practice

Comments:

Whole school epi-pen training during inset day


Outcome set
"CPD Course Type"

Outcomes:
A list of possible CPD courses e.g.. First Aid; Behaviour; SEND etc.

Outcome set
"Quality"

Outcomes:
Very Useful
Useful
Not Useful
N/A

Comments are pulled through into reports for this focus area. Staff are encouraged to write a brief outline of the course and their reflections on the session.



What would this
look like in
reports?

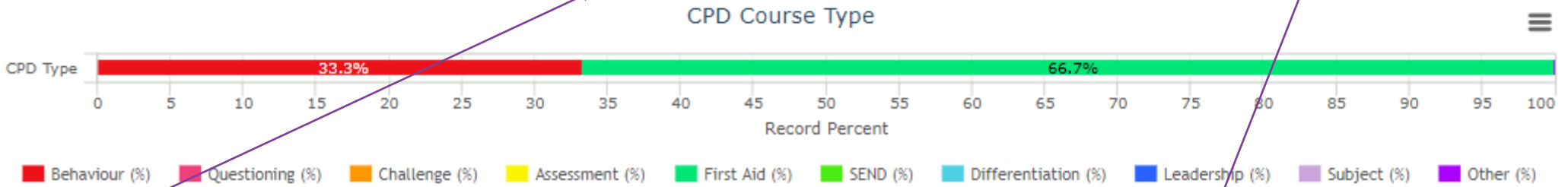
These outcome values can be completely customised depending on what CPD course types you wish to include.

Outcome set
"CPD Course Type"

Outcomes:
A list of possible CPD courses e.g.. First Aid; Behaviour; SEND etc.

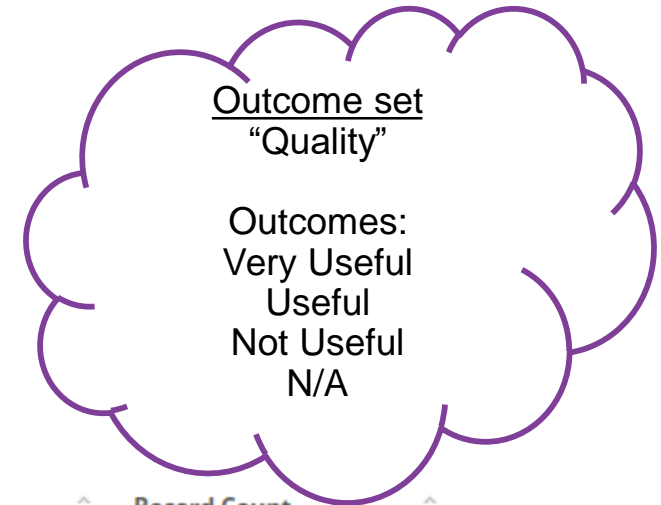
CPD Course Type ?

Focus Area Name	Behaviour (%)	Questioning (%)	Challenge (%)	Assessment (%)	First Aid (%)	SEND (%)	Differentiation (%)	Leadership (%)	Subject (%)	Other (%)	Record Count
CPD Type	33.3	0.0	0.0	0.0	66.7	0.0	0.0	0.0	0.0	0.0	3
Total	1	0	0	0	2	0	0	0	0	0	
0%											100%



Having this information pull through to reports allows for senior leaders to quickly view what CPD has been offered and what is lacking within their establishment

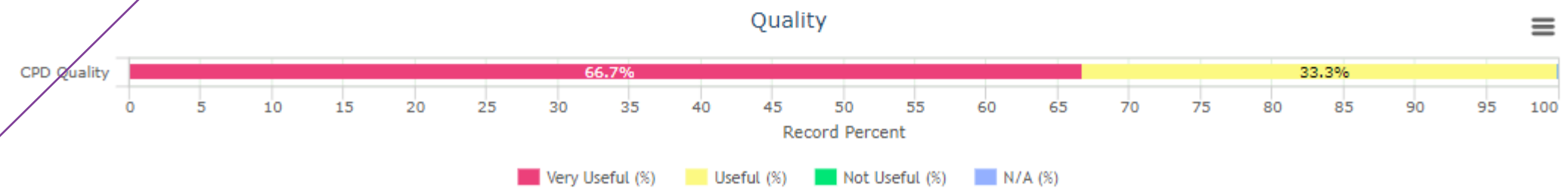
Including an "Other" outcome allows staff to include courses which aren't listed within the 10 available outcomes. Staff will be able to view the course with the comments through the details report for this template.



Quality ?

Focus Area Name	Very Useful (%)	Useful (%)	Not Useful (%)	N/A (%)	Record Count
CPD Quality	66.7	33.3	0.0	0.0	3
Total	2	1	0	0	

0% 100%



At a glance analysis for leaders regarding the effectiveness of a CPD course. From this leaders can easily identify which courses are beneficial and which ones should not be offered again.