

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

# CPD Request template



**TOP SECRET**

We are currently developing a CPD request tool... Watch this space!

**Fields**

Date of CPD

Lessons Requiring Cover

Course Title/ Nature of Activity/  
Location

Please add the name of your  
course provider

Label – explaining how to work  
out the estimated cost of the  
course and cover.

Estimated Cost

Fields are used when information is needed – such as contextual information – but it does not need to be quantified in any way. If you need to see the responses, use a focus area.

CPD Request

Discussed with line manager and had approval? Outcome: Yes

Yes

▼ 0 0 0 0 Add +

Date of CPD 27/3/2020	Lessons requiring cover 6
Course title / Nature of activity / Location NASUWT Representative Level 3 Training Warrington	
Please add the name of your course provider. NASUWT	
<p>Please include estimated (or actual) costs: Course fee + travel costs (approx 40p per mile) + half (approx £135) or full day (approx £170) cover =</p> <p>NOTE: Staff will only be reimbursed for mileage if they have business insurance on their vehicle.</p>	
Estimated costs £200	

Outcome set  
“CPD Approval ?”

Outcomes:  
Yes  
No  
N/A

**Focus Area**

Discussed with  
Line Manager and  
had approval?

Labels can be used to provide additional information for those completing records. In this case it is for how to work out the estimated costs but could also be used as a reminder of school policies and procedures.

**Fields**

Link to SIP/FIP development objectives  
Intended impact of CPD

**Focus Area**

Appraisal Objectives that CPD links to:  
Evaluation Commitment

This focus area requires the CPD attendee to confirm that they will then complete the necessary evaluation once completed. Evaluations will allow senior leaders to assess the effectiveness of courses.

The comment box has been disabled for this focus area but can be included if you wish.

Appraisal Objective(s) that this CPD links to: Outcome: Objective 3  
*Please select one. If more than one, enter details into comments.*

**Objective 3**

**Comments:**  
Personal Objective - To develop understanding of NASUWT and how to support Union members within school

▼ 🗨️ 0 ✎️ 0 📄 0 Add +

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Link to SIP/FIP development objective(s)

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Intended impact of CPD:  
To develop understanding of NASUWT and how to support Union members within school

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Evaluation Commitment Outcome: Yes  
*In requesting this CPD, I understand that I will be responsible for completing a CPD evaluation form within two weeks of attending the course/training.*

**Yes**

▼ 🗨️ 0 ✎️ 0 📄 0 Add +

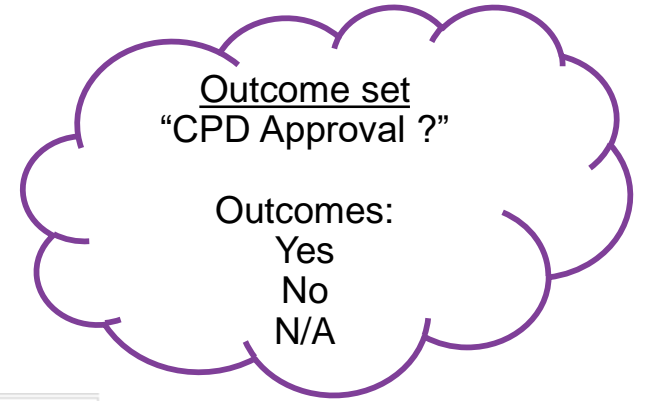
Outcome set  
“CPD link to PM Objectives”

Outcomes:  
Objective 1  
Objective 2  
Objective 3

You do not need to link this focus area to an outcome and could have this as a field. However, I find this provides nice analysis within reports and allows you to see the objectives people are working on.

Outcome set  
“CPD Approval ?”

Outcomes:  
Yes  
No  
N/A



Any comments entered into focus areas will pull through into the details reports.

CPD Request Approved by T&L Lead Outcome: Yes

*This section to be completed by T&L Lead only.*


**Yes**

**Comments:**  
Request approved.  
G. Ward will cover. Work needs to be set for all lessons

▼ 0 0 0 Add +

In the reports section, this will provide simple at a glance analysis for busy T&L leads to check which requests they have yet to action.

Focus area add action options allow for staff to upload any booking information, scanned receipts, reflections and they can set follow up actions as a reminder to complete their evaluation after the training.



What would this  
look like in  
reports?

## Focus Areas

Discussed with Line Manager and had approval?

CPD request approved by T&L Lead?

Evaluation Commitment

This provides simple at a glance analysis for busy T&L leads to check which requests they have yet to action.

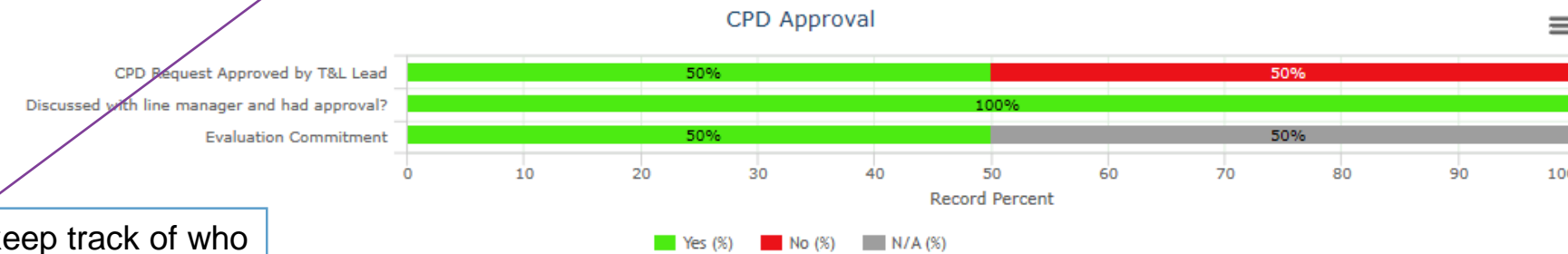
Outcome set  
"CPD Approval ?"

Outcomes:  
Yes  
No  
N/A

CPD Approval ?

Focus Area Name	Yes (%)	No (%)	N/A (%)	Record Count
<a href="#">CPD Request Approved by T&amp;L Lead</a>	50.0	50.0	0.0	2
<a href="#">Discussed with line manager and had approval?</a>	100.0	0.0	0.0	2
<a href="#">Evaluation Commitment</a>	50.0	0.0	50.0	2
<b>Total</b>	<b>4</b>	<b>1</b>	<b>1</b>	

0% 100%



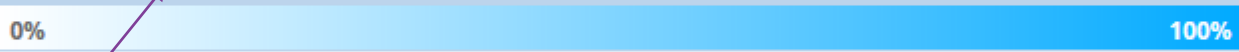
This allows staff to keep track of who had made evaluation commitments – this means the staff member will provide a short review of the CPD training.

**Focus Area**  
Appraisal Objective(s)  
that this CPD links to

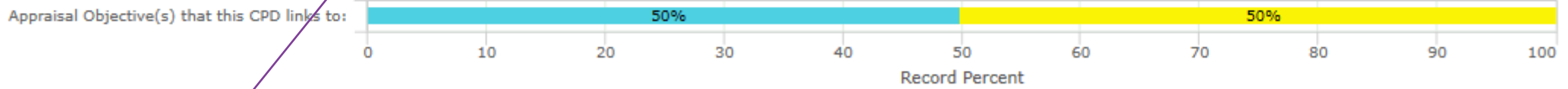
**Outcome set**  
“CPD link to PM  
Objectives”  
  
Outcomes:  
Objective 1  
Objective 2  
Objective 3

CPD link to PM Objectives ?

Focus Area Name	Objective 1 (%)	Objective 2 (%)	Objective 3 (%)	Record Count
<a href="#">Appraisal Objective(s) that this CPD links to:</a>	0.0	50.0	50.0	2
<b>Total</b>	<b>0</b>	<b>1</b>	<b>1</b>	



CPD link to PM Objectives



Objective 1 (%) Objective 2 (%) Objective 3 (%)

You do not need to link this focus area to an outcome and could have this as a field. However, I find this provides nice analysis within reports and allows you to see the objectives people are working on.

Information from this record could be used within Appraisals as evidence of continued professional development.