

**Continuing Professional Development Records**

Continuing Professional Development (CPD) Records

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Period covered : 1 January to 31 December \_\_\_\_\_

Name : \_\_\_\_\_

CILT Membership Number : \_\_\_\_\_

Structured CPD	Relevant date/ periods	No. of points	What have I done? (learning activity)	What have I learnt?	What is the follow-up? (further action)
(1) Courses, seminars, conferences, briefing sessions or group discussions					
(2) Writing of technical articles, papers or books					
(3) Working as a lecturer, instructor or discussion leader on a structured course or preparation of training materials for a structured course briefing or discussion group					
(4) Undertaking technical research for a new piece of work provided the research is subsequently applied to an engagement					

(5) Others (specify):					
(6) Others (specify):					
(7) Others (specify):					
<b>TOTAL STRUCTURED CPD POINTS:</b>					

<b>Unstructured CPD</b>	<b>Relevant date/ periods</b>	<b>No. of points</b>	<b>What have I done? (learning activity)</b>	<b>What have I learnt?</b>	<b>What is the follow-up? (further action)</b>
(1) Reading technical or professional literature					
(2) Individual home study (use of audiotapes, videotapes, correspondence courses, computer based learning programmes, etc where there is no interaction with other individuals and no assessments is provided)					

(3) Serving as a member of committees or working groups of a professional body or a technical committee					
(3) Others :					
<b>TOTAL UNSTRUCTURED CPD POINTS :</b>					

Summary of CPD Activities

	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
No. of Structured CPD points													
No. of Unstructured CPD Points													
Total CPD hours													

Note:

- (i) A soft copy of this form can be downloaded from the CILTHK's homepage.
- (ii) Members are required to ensure that CPD activities must be work relevant. Please refer to the CPD requirements.
- (iii) Members are required to maintain records and documentary evidence sufficient to support their attendance or completion of all CPD activities for a minimum of two years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted by the Institute annually.