**Sample template for recording your annual CPD -** CPD should be recorded by calendar year, from 1st January to 31st December

**YEAR:** 20xx

**CLINICAL CPD** e.g. individual supervision, group supervision or peer consultation (clinical CPD does not include patient hours)

*Clinical CPD requires Registrants to present and discuss their work within a clinical forum where the reflection and discussion of the work is psychoanalytic / Jungian analytic or psychodynamic and is appropriate to the level of intensity of clinical practice. This can be face-to-face, via videocall or telephone.*

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| **CLINICAL CPD ACTIVITY** | **DATE / DATE RANGE** | **ACTIVITY DESCRIPTION** | **YOUR LEARNINGS (optional)** | **NO OF HOURS** |
| e.g. Individual supervision | e.g. Feb - Nov | e.g. face-to-face supervision | If there were any specific learnings from this activity, make a note of them in this column as a reminder to yourself.  | e.g. 40 |
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|  |  |  | **TOTAL hours:** |  |

**GENERAL CPD** e.g. attendance at clinical seminars, further training, conducting research for a paper or reading of relevant journals.

*Registrants are required to keep abreast of issues in psychoanalytic / Jungian analytic or psychodynamic thought and practise. Registrants are required to demonstrate a range of activities that have clear psychoanalytic / Jungian analytic or psychodynamic relevance.*

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| **GENERAL CPD ACTIVITY** | **DATE / DATE RANGE** | **ACTIVITY DESCRIPTION** | **YOUR LEARNINGS (optional)** | **NO OF HOURS** |
| e.g. PPNow 2022 conference | e.g. 11th Nov 2022 | e.g. Psychoanalytic Psychotherapy conference | If there were any specific learnings from this activity, make a note of them in this column as a reminder to yourself.  | e.g. 5 |
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|  |  |  | **TOTAL hours:** |  |

CPD is a valuable and meaningful part of ongoing therapeutic practice and can be a rich and reflective tool that helps to deepen therapeutic work.

When completing the CPD Audit Form, Registrants will be required to include thoughtful and meaningful reflections on how their CPD activity through the previous year has enriched their professional practice. These reflections should be long enough and comprehensive enough to show specifically how you have engaged with the activities, and how your learnings from CPD have enriched your practice.

Use the table in a way that best supports you and the recording of your continuing professional development.

***Additional notes:***

* We recommend your keep a record of your CPD each calendar year, in case you are selected for audit (5% of Registrants are randomly selected each year).
* Record one activity or one set of activities per row - you can group activities together e.g. attending several presentations at the same conference, a series of lectures/workshops, weekly supervision with your supervisor, reading of various journals etc.
* Add as many rows as you need.
* Please note that Registrants are expected to complete a range of general CPD activities. 15 hours general CPD spent reading journals would not be sufficient.

***Your learnings:***

If selected for audit, you will be asked to detail how your CPD activity has helped to develop and inform your work. As a rough guide you would be required to provide a couple of sentences on your learnings from **all** your clinical CPD activities (not per activity) and a couple of paragraphs on your learnings from **all** your general CPD activities (not per activity). You have the option to use the “your learnings” column of the table to keep a note of any particular learnings that really benefitted your professional development but you won’t be required to go into detail for each and every activity that you list. This is with the exception that if you only list 2 or 3 general CPD activities then you will inevitably need to provide more detail for those activities.