**Summary of Continuing Professional Development (CPD) Activities Undertaken**

Taken as a whole, the CPD you present should show how you have taken reasonable steps to maintain your competence in all parts of your practice area and across the full range of competence elements. Achievement is assessed on the learning and its application, ***NOT*** the total hours spent. However, unless at least 20 hours per year of good quality CPD is undertaken it may be difficult to meet the standard. *Please Note: You may submit your printed online CPD records as an alternative to this form.*

List in chronological order the professional development activities you have undertaken in the last five years (or since your last assessment if undertaking a continued registration assessment) to enhance or maintain your current knowledge or skills.

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| **Name of Applicant:** |  | **Energy Master Reference:** |  |
| **Description of activity and learning** Record when it occurred; the actual time spent; form of activity (eg short course, conference, reading, technical lectures, formal study towards qualification, research, discussion groups, workshops, symposia, voluntary service roles); title (if applicable) and describe the benefit to your practice. | **Tick the relevant areas of general learning (as appropriate)** | **Formal Assessment Involved Yes / No and record outcome** |
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| **Dates** | **Hours** | **Form of activity** | **Title** | **What did you learn? What are the benefits to your practice?** | **1.Knowledge** | **2.Local Knowledge** | **3. Define problems** | **4. Design solutions** | **5. Responsibility** | **6. Management** | **7. Risk** | **8. Ethics** | **9. Recognise Effects** | **10. Communication** | **11. Maintain currency** | **12. Judgement** |
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