



Continuous Professional Development Portfolio



Name

IAM Membership Number

Email address

CPD Year

1: Conferences, seminars and events

The following are eligible for CPD credit points:

- Conferences, seminars or events organised by industry-related organisations with a learning and development emphasis

Evidence required: Your booking/confirmation letter, attendance record and evaluation validated by your employer or appropriate authority

Credit points that can be achieved: one credit point per hour of conference delivery

Maximum credits that may be claimed under this category in this year: 10

Date	Conference / Exhibition details	Credit Points	Evidence attached
Total credit points awarded for this year			

2: Qualification

Did you know that all IAM qualifications are eligible for CPD credit points? In addition, so are all other administrative or business-related qualifications awarded by Government-recognised educational institutions.

Evidence required: A copy of qualification or unit certificate.

Credit points that can be achieved: one credit point per hour of guided study

Maximum credits that may be claimed under this category in this year: 20

Date	Qualification	Credit Points	Evidence attached
Total credit points awarded for this year			

3: Short training courses and workshops

Did you know that all training courses and workshops aimed at developing your business, administration or work-related knowledge/competence are eligible for CPD credit points?

Evidence required: A certificate of attendance or a signed record of attendance from course tutor

Credit points that can be achieved: one credit point per hour of training

Maximum credits that may be claimed under this category in this year: 15

Date	Training course / workshop	Credit Points	Evidence attached
Total credit points awarded for this year			

4: Language Training

Did you know that recognised awards or records of linguistic achievement that will benefit your professional development are eligible for CPD credit points?

Evidence required: A copy of your certificate or record of achievement signed by your tutor, or employer

Credit points that can be achieved: one credit point per hour of training

Maximum credits that may be claimed under this category in this year: 10

Date	Foreign language	Credit Points	Evidence attached
Total credit points awarded for this year			

5: Employer In House Training and Development

Did you know that the following are all eligible for CPD credit points?

- 1) In house training and development as part of a personal, team or company training and development plan
- 2) Project management — leading a project at work in support of your organisation’s goals that develops your skills and increases your confidence.

Evidence required: Copy of the plan and a record of attendance and/or achievement from your employer for 1) and a copy of your project plan and evaluation validated by your employer for 2)

Credit points that can be achieved: one credit point per hour of training

Maximum credits that may be claimed under this category in this year: 15

Date	In House Training & Development Details	Credit Points	Evidence attached
Total credit points awarded for this year			

6: Imparting Knowledge

Did you know that the writing of published books, papers, journals or articles for work-related subjects can qualify you for CPD credit points? Developing others is a vital activity that can contribute to your CPD.

- 1) Author of published articles, papers, journals annuals or books
- 2) Developing and delivering training sessions for colleagues

Evidence required: Copy of book, papers, journals or manuals or articles for 1)

Copy of plan, materials, learner evaluations for 2)

Credit points that can be achieved: two credit points per article of 500 words minimum

Maximum credits that may be claimed under this category in this year: 15

Date	Details of any publications or articles	Credit Points	Evidence attached
Total credit points awarded for this year			

7: Mentoring/ coaching

Did you know that we recognise the value of mentoring and coaching others to support their development? These can be eligible for CPD credit points:

- Mentoring/coaching others to allow for the effective dissemination of knowledge

Note: Consultancy work and projects undertaken on behalf of clients are excluded

Evidence required: A record of the mentoring/coaching plan and an evaluation validated by your employer or appropriate authority

Credit points that can be achieved: one credit point per hour of mentoring undertaken

Maximum credits that may be claimed under this category in this year: 15

Date	Mentoring details (name of mentee)	Credit Points	Evidence attached
Total credit points awarded for this year			

8: Contribution to the community / voluntary work

The following are eligible for CPD credit points:

- Society contributions such as charity work, School Governor or Youth Work

Evidence required: A copy of the invitation, agenda, minutes or validated evidence from the community or voluntary organisation

Credit points that can be achieved: one credit point per hour of activity

Maximum credits that may be claimed under this category in this year: 8

Date	Details of community or voluntary work	Credit Points	Evidence attached
Total credit points awarded for this year			

9: Private study / Reading

We define private study as learning new skills and/or improving your own performance and knowledge. The following are eligible for CPD credit points:

- Online research, including information extracted from our resources
- Learning new job-related skills
- Reading industry-related publications and books
- Secondary research such as reading books featured in the book reviews section of the IAM magazine or any other relevant secondary research that is appropriate

Evidence required: Source references and lessons learnt from each research activity or each book. Application in own circumstances (min. 250 words)

Credit points that can be achieved: one credit point per hour of study **or** three credit points per book

Maximum credits that may be claimed under this category in this year: 8

Date	Details of books, research etc	Credit Points	Evidence attached
Total credit points awarded for this year			

10: Public Speaking and development events

Public speaking, at in-house or industry events and seminars, but excluding social events and meetings that form part of your normal job role. The following are eligible for CPD credit points:

- Events run in house by other industry-related organisations, including those from other professional bodies

Evidence required: Invitation, agenda, minutes, copy of speech/presentation validated by organisers

Credit points that can be achieved: one credit point per hour of presentation

Maximum credits that may be claimed under this category in this year: 8

Date	Details of events, seminars and events	Credit Points	Evidence attached
Total credit points awarded for this year			

Summary of your CPD

	Activity	Credit Points
1	Conferences, seminars and events	
2	Qualifications	
3	Short Training courses and workshops	
4	Language training	
5	Employer in house training	
6	Imparting knowledge	
7	Mentoring	
8	Voluntary work / working in the community	
9	Private study / reading	
10	Development Events / Public speaking	
	Total CPD credit points achieved	

Reflective Statement

Looking back on this year

Section 1	
What were the three main areas you wanted to develop last year and have you achieved these? (please give brief description of how you achieved your goals from last year)	
1	
2	
3	

Section 2

What were the three most important things that you learned last year? (Brief description of why you believe these are the most importance things you learnt)

1

2

3

Section 3

How have you added to your value to organisation/clients/customers over the last 12 months through your professional development?

Section 4

What have been the tangible outcomes of your professional development over the last 12 months and what aspects of your work have changed as a result?

Section 5

Who else has gained from your professional development and how?

Looking forward to next year

Section 1

What are the three main areas you wish to develop in the next 12 months and how will you achieve this?

1

2

3

Section 2

What the key changes you plan to make to your role / organisation clients / customers in the next 12 months?

Section 3

When will you next review your professional development needs?