**Continuing Professional Development (CPD) Record**

CPD is not mandatory for CIOL members, but is highly recommended.

|  |  |
| --- | --- |
| **Name** |  |
| **CIOL membership no.** |  |

Please use this form to record your objectives for the year, details of events and/or courses that you attend, and note comments evaluating your progress. To aid you in this process, some examples of CPD activities for professional linguists are given below. Remember that the majority of these can be carried out in both your native and other language(s):

**Courses**

* professional language workshops, classes, courses, conferences, seminars and lectures
* e-learning e.g. webinars and MOOCs (Massive Open Online Courses)

**Reading**

* language newspapers and periodicals
* literature
* relevant professional publications e.g. The Linguist
* publications related to professional specialism e.g. education, business and/or chosen specialist subject area (for translators and interpreters)

**Writing**

* writing e.g. book reviews, blogging, articles for The Linguist or other relevant publications
* producing academic research

**Listening**

* listening to relevant radio and TV programmes

**Teaching**

* delivering teaching/training to others

**Getting involved**

* visits e.g. to client facilities, libraries, cultural activities, social and networking events
* volunteer work for the CIOL or other language organisations

**Other skills**

* learning administrative/office management skills (through self-study or training courses)
* learning to use new software packages (through self-study or training courses)

**Recommended reading**

* Friedman, A. L. (2013) [Continuing Professional Development: Lifelong Learning of Millions](http://www.parnglobal.com/publications/books/cpd-lifelong-learning-of-millions), London: Routledge
* Moon, J. (2006) [Learning Journals: A Handbook for Reflective Practice and Professional Development](http://www.amazon.co.uk/Learning-Journals-Reflective-Professional-Development/dp/0415403758), London: Routledge

**Your Personal Development Plan**

Please enter your objectives for the period and include a date on which you intend to review your progress towards meeting each objective.

|  |  |
| --- | --- |
| **Objective/action** | **Review date** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

**Record of relevant activities**

Please use the following tables to maintain a record of the events, (e.g. training workshops) that you attend during the year; including a brief assessment of each event (e.g. what you learned and its value to you in the context of your objectives).

Please ask each event organiser or course provider to sign the validation section to confirm your participation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title of event/training course** |  | | | | |
| **Date** |  | **Duration** |  | **Organiser/provider** |  |
| **Assessment** |  | | | | |
| **Validation** |  | | | | |

(Copy and paste more tables if you require)

**Evaluation of CPD undertaken**

Please enter below your comments and reflections on the CPD activities that you have undertaken e.g. key skills acquired (or further developed), lessons learned, progress made towards meeting your objectives for this period and the next steps you intend to take in your professional development.

|  |
| --- |
|  |

I certify that this is an accurate record of the CPD I have undertaken between:

|  |  |
| --- | --- |
| **Start date** | **End date** |
| **Signature** | |

**Please keep a copy of your CPD record and only send it to us if you wish to:**

**(a) apply to upgrade your membership, or**

**(b) apply to become a Chartered Linguist.**