

Continuing professional development (CPD) quick checklist

This checklist should ensure you are meeting best practice requirements for your CPD

Requirements	Tick as completed
Development plan – add into section A	
Add job description, including role and responsibilities	
Add career aims and objectives for the next six months	
Add strengths and weaknesses	
List skills or expertise you are looking to update	
Add end date on the entry for six months' time	
Activities – add to the relevant sections B, C or D	
Title your activity	
Please add date completed. <i>It would be helpful if you added the month and year of the activity at the start. IOSH can then easily confirm you are spreading your six activities over the full 12-month period, for example 'Jan 21 – risk assessment'.</i>	
Added a minimum of six activities spread evenly over a 12-month period, eg, one activity every two months.	
Reflective statements – add to each individual activity	
<i>It may help to use the following as questions within each activity box, ensuring your answers are of adequate length and in paragraphs.</i>	
Have you described what the activity is?	
Have you advised why you did this activity?	
Have you explained what you have learnt or gained from the activity?	
Have you thought and explained how you may use this knowledge going forward?	
Have you added a reflective statement to all activities on your CPD?	