

CDP Checklist



Continuing professional development (CPD) – Checklist please complete

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	<input type="checkbox"/>
Add career aims and objectives for the next six months	<input type="checkbox"/>
Add strengths and weaknesses	<input type="checkbox"/>
List skills or expertise you are looking to update	<input type="checkbox"/>
Add end date on the entry for six months' time	<input type="checkbox"/>

Activities – add to the relevant sections B, C or d	
Title your activity	<input type="checkbox"/>
Please add date completed. <i>It would be helpful if you added the month and year of the activity at the start. Xander can then easily confirm you are spreading your six activities over the full 12-month period, for example 'March 23 – BLS'</i>	<input type="checkbox"/>
Added a minimum of six activities spread evenly over a 12-month period,	<input type="checkbox"/>

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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?	<input type="checkbox"/>
Have you advised why you did this activity?	<input type="checkbox"/>
Have you explained what you have learnt or gained from the activity?	<input type="checkbox"/>
Have you thought and explained how you may use this knowledge going forward?	<input type="checkbox"/>
Have you added a reflective statement to all activities on your CPD?	<input type="checkbox"/>

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED

Date: March 2024