

# Continuing professional development – activity log

The template on the next page can be used to record your formal and informal continuing professional development (CPD) activities throughout the year.

Any activity where learning or development is the stated aim counts as a formal development activity. It can range from those directed by you in pursuit of your CPD objectives, to those directed by your force or department in line with local, national or strategic priorities. Examples include reaccreditation exercises, training courses, classroom sessions, secondments, consultation events and conferences that you have to attend as part of your job.

This template can also be used to record your informal learning throughout the year. Informal learning occurs in situations where learning is not the aim. If you think of formal learning as being in a classroom, on a training course or undertaking some online study – all activities that involve an instructor/teacher, a structured curriculum and assessment – then informal learning is learning that takes place outside these boundaries.

Typically, informal learning is rooted in participation and observation and occurs spontaneously or accidentally. Informal learning at work may involve an unplanned professional discussion with a colleague, overhearing some useful information about your locale from a member of the public or reading about another profession and discovering something to apply to your own practice. If you've learned or developed something during the course of a routine day, then you should record it here.

You may wish to use this log or create your own – there is no right or wrong way to log your CPD.

Learning event	Date	Subject	What did you learn?	Follow up?
<p><i>E-learning course – accessed via College of Policing MLE</i></p>		<p><i>Public Protection Initial Response</i></p>	<p><i>Refreshed and relearned issues around 13 core areas of PP – also signs and indicators, risk identification/assessment, intervention etc.</i></p>	<p><i>Reflect on learning</i></p> <p><i>Identify ways to incorporate into practice</i></p> <p><i>Share with colleagues</i></p> <p><i>Take another PP e-learning chapter before 22/06/17</i></p>
<p><i>I recently had some intelligence I had submitted to the Intelligence department queried. I had not flagged it as being Cyber related but it had involved the use of on line tools. The Intelligence department queried this and discussed when something should be flagged as Cyber</i></p>		<p><i>Cyber Crime and Intelligence</i></p>	<p><i>I have learned the difference between Cyber crime and cyber enabled crime and how intelligence should be appropriately flagged to give a better idea of what is happening in our force.</i></p>	<p><i>There is a lot I don't understand about Cyber crime and Cyber enabled crime and I have asked to attend a formal course to gain a better understanding.</i></p> <p><i>Meanwhile I will share this learning with colleagues</i></p>