

Professional Development Report

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The Certification Audit Committee requires photocopied documentation of up to five pieces of supporting evidence. **You must complete all of the following:**

Declaration of Completed PD Activities

Your name:
Membership Number:

Declaration:

"I have provided photocopies of original documents. I understand that the Certification Audit Committee may ask for further information concerning the evidence presented in this Professional Development Report".

*"I hereby declare that the information I have provided in this Professional Development Report is a true and correct account of the PD activities I have undertaken from
/ /201_ to / /201_."*

I have read these statements and I accept the Committee's requirements.

Signed:

**SECTION ONE: Log Book of Your Formally Recorded
PD Activities**

2. Log of formally recorded PD Activities

WORK BASED LEARNING						
ITEM NO.	DATE	ACTIVITY NAME	PROVIDER	EVIDENCE	HOURS	AUDITOR USE
Total hours for this category						

PROFESSIONAL ACTIVITY						
ITEM	DATE	ACTIVITY NAME	PROVIDER	EVIDENCE	HOURS	AUDITOR USE
NO.	DATE	ACTIVITY NAME	PROVIDER	EVIDENCE	HOURS	AUDITOR USE
Total hours for this category						

SELF-DIRECTED LEARNING						
ITEM NO.	DATE	ACTIVITY NAME	PROVIDER	EVIDENCE	HOURS	AUDITOR USE
Total hours for this category						

FORMAL EDUCATION						
ITEM NO.	DATE	ACTIVITY NAME	PROVIDER	EVIDENCE	HOURS	AUDITOR USE
Total hours for this category						

**SECTION TWO: Supporting Documentation & Evidence
of Your Formally Recorded PD
Activities**

3. SUPPORTING DOCUMENTATION AND EVIDENCE

Please provide the Committee with a sample of your PD evidence – **you are required to provide five documents as evidence.**

You should include evidence from more than one learning category. The Committee does not require certified copies of your PD evidence, however, **evidence must be personalised and dated.**

List the documents you have included as your PD evidence.

No.	Type of Evidence	Learning Category	Date	Item reference no. in log book
1.	<i>WA Branch Meeting – minutes (notes re my attendance)</i>	<i>Professional education</i>	<i>21/03/10</i>	<i>3</i>
1				
2				
3				
4				
5				

INCLUDE LEGIBLE COPIES OF THESE DOCUMENTS. RETAIN ALL ORIGINALS FOR FUTURE REFERENCE.