**CPD: RECORD OF CONTINUOUS PROFESSIONAL DEVELOPMENT 20……**

CPD is a continuing process of setting objectives and charting progress towards your achievement which is integral to your apprenticeship. This includes review, planning, engagement in learning opportunities and activities, assessment of outcomes and implementation of the learning in the work place. Your overall plan should help you to identify specific learning needs, based on the needs of your apprenticeship, expectations of your job role, appraisal objectives, performance, professionalism and career aspirations. *Please record all your training activity here . . .*

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| Name |  | Email |  |
| Job Title |  |
| Apprenticeship Title | Business Administrator  |

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| Date of training | Type of CPD/Training | Description of Activity | Impact on my role  | Next Steps |
|  | E.g. Prevent Duty Training Online, 6 module course with test at the end of each module  | Introduction to the Prevent Duty and Channel Awareness.  | Understanding of what the Prevent Duty is  | Policy Training – how is Prevent embedded in my setting’s policies and procedures |
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