

Name:		Paul Gill				Date:		Dec-22		
Purpose:		Demonstrate Record of Continued Personal and Professional Development to Date								
Development Activity						Evaluation:				
Details of CPD Activity	Type	Dates	Effective Learning Time (CPD Hours)	Recognition/Certification	Dev Plan Ref.	What was undertaken?	Why?	What was learnt from this? Key Benefits/Value Added	Further Comments: Was the learning successful? How can I improve in future?	How have/will this development piece be used?
FREC 3 Course	Emergency Care Self-Funded	23/01/2023	5 Days	ABC North West Training	Enhanced Skills to move to ECFR role and also become a ECA, EMT or AAP	Booked to attend 5 day face to face course	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Increase my knowledge and enhance skill sets to be able to fulfil desire to move into new career		Will support my current CFR role as well as my move into an ECA, EMT or AAP Role
Essentials – Safeguarding and Child Protection Training - September 2022	School Governor Training Modules for Compliance	Nov-22	2H 30M	CPD Thrive for Education	School Governance	Attended online sessions	To ensure that my role and tasks as School Governor can be carried out with conviction and to the best of my ability	Important areas around Safeguarding of children as well as learning how to read the signs with a view on prevention.		During my role as School Governor
Moving and Assisting for Volunteers (optional)	Emergency Care NWS	30/10/2022	2H	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Fire Safety for Volunteers	Emergency Care NWS	30/10/2022	2H	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Conflict Resolution for Volunteers	Emergency Care NWS	30/10/2022	1H 30M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Communications for Volunteers	Emergency Care NWS	30/10/2022	2H 30M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Preventing Radicalisation (Mental Health) - Level 3	Emergency Care NWS	30/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Preventing Radicalisation - Awareness of Prevent (Level 3)	Emergency Care NWS	30/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Preventing Radicalisation - Basic Prevent Awareness	Emergency Care NWS	30/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Infection Prevention and Control - Level 2	Emergency Care NWS	30/10/2022	45M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Infection Prevention and Control - Level 1	Emergency Care NWS	30/10/2022	45M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Safeguarding Adults - Level 2	Emergency Care NWS	30/10/2022	40M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Communications for Volunteers	NWS Additional online modules	30/10/2022	2H 30M	NWS	CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role	Supported previously learning by cementing what had previously been learnt		Will support my current CFR role as well as my move into an ECA, EMT or AAP Role
Conflict Resolution for Volunteers	NWS Additional online modules	30/10/2022	1H 40M	NWS	CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role	Supported previously learning by cementing what had previously been learnt		Will support my current CFR role as well as my move into an ECA, EMT or AAP Role
Fire Safety for Volunteers	NWS Additional online modules	30/10/2022	2H 20M	NWS	CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role	Supported previously learning by cementing what had previously been learnt		Will support my current CFR role as well as my move into an ECA, EMT or AAP Role
Moving and Assisting for Volunteers (optional)	NWS Additional online modules	30/10/2022	2H 15M	NWS	CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role	Supported previously learning by cementing what had previously been learnt		Will support my current CFR role as well as my move into an ECA, EMT or AAP Role
Safeguarding Children - Level 2	Emergency Care NWS	29/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Safeguarding Children - Level 1	Emergency Care NWS	29/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Safeguarding Adults - Level 1	Emergency Care NWS	29/10/2022	20M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Equality and Diversity and Human Rights - Level 1	Emergency Care NWS	29/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Data Security Awareness Survey	Emergency Care NWS	29/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Data Security Awareness - Level 1	Emergency Care NWS	29/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Resuscitation Newborn - Level 2	Emergency Care NWS	28/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Resuscitation Paediatric - Level 2	Emergency Care NWS	28/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Resuscitation - Level 2	Emergency Care NWS	28/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role

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Resuscitation - Level 1	Emergency Care NWS	28/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Moving and Handling eAssessment - Level 2	Emergency Care NWS	28/10/2022	5M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Moving and Handling - Level 1	Emergency Care NWS	28/10/2022	30M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Health, Safety and Welfare - Level 1	Emergency Care NWS	27/10/2022	10M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Fire Safety - Level 1	Emergency Care NWS	27/10/2022	20M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Conflict Resolution - Level 1	Emergency Care NWS	27/10/2022	20M	NHS England	Emergency Patient Care CFR Role	Attended online CPD training module	To further my knowledge, skills and understanding for CFR role and to lead into an EMT or AAP role	Ongoing continual development/refresher		Will support my move into an ECA, EMT or AAP Role
Training as a Community First Responder with NWS	Emergency Care NWS	08/10/2022	4 Days	NWS	CFR Role	Attended Face to Face Classroom Based	To establish my desire to become a	Increased skills to save people's lives		Enabled me to become a CFR for NWS and help
Equality and Diversity CPD Course	NWS CFR Mandatory Course 1	Sep-22	1H 20M	NWS CFR	CFR Role	Attended online CPD training module	Was a requirement to take these and pass prior to starting the CFR classroom based course	Gave a good basis an dunderstanding of the role and expectations of a CFR prior to commencing training and assessment		Enabled me to become a CFR for NWS and help provide emergency care support to Cat1 and Cat 2 patients
Information Governance (IG) CPD Course	NWS CFR Mandatory Course 1	Sep-22	1H 10M	NWS CFR	CFR Role	Attended online CPD training module				
Moving and Handling CPD Course	NWS CFR Mandatory Course 1	Sep-22	45M	NWS CFR	CFR Role	Attended online CPD training module				
Human Trafficking CPD Course	NWS CFR Mandatory Course 2	Sep-22	45M	NWS CFR	CFR Role	Attended online CPD training module				
Child Sexual Exploitation (CSE) CPD Course	NWS CFR Mandatory Course 2	Sep-22	1H 15M	NWS CFR	CFR Role	Attended online CPD training module				
Female Genital Mutilation (FGM) CPD Course	NWS CFR Mandatory Course 2	Sep-22	1H 25M	NWS CFR	CFR Role	Attended online CPD training module				
Laryngectomy CPD Course	NWS CFR Mandatory Course 3	Sep-22	45M	NWS CFR	CFR Role	Attended online CPD training module				
Anaphylaxis and Epipen Awareness CPD Course	NWS CFR Mandatory Course 3	Sep-22	25M	NWS CFR	CFR Role	Attended online CPD training module				
Safeguarding Adults CPD Course	NWS CFR Mandatory Course 4	Sep-22	1H	NWS CFR	CFR Role	Attended online CPD training module				
Safeguarding Children CPD Course	NWS CFR Mandatory Course 4	Sep-22	55M	NWS CFR	CFR Role	Attended online CPD training module				
Frailty CPD Course	NWS CFR Mandatory Course 5	Sep-22	1h 15M	NWS CFR	CFR Role	Attended online CPD training module				
Care of the Elderly CPD Course	NWS CFR Mandatory Course 5	Sep-22	45M	NWS CFR	CFR Role	Attended online CPD training module				
Dementia CPD Course	NWS CFR Mandatory Course 5	Sep-22	45M	NWS CFR	CFR Role	Attended online CPD training module				
Multiple Choice Questionnaire End of Course Test	NWS CFR Mandatory Test	Sep-22	1H 10M	NWS CFR	CFR Role	Attended online CPD training module				
ILM Ownership: Learning From Mistakes	ILM CPD Course	Mar-22	50M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Ownership: Time Management	ILM CPD Course	Mar-22	40M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Ownership Personal Brand	ILM CPD Course	Mar-22	30M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Collaboration: Running Meetings	ILM CPD Course	Mar-22	25M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Collaboration: Communicating	ILM CPD Course	Mar-22	1H 10M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Collaboration: Dealing With Conflict	ILM CPD Course	Mar-22	55M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Authenticity: Supporting	ILM CPD Course	Feb-22	50M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Vision: Future Readiness	ILM CPD Course	Feb-22	40M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Achievement: Managing Performance	ILM CPD Course	Feb-22	45M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Achievement: Resilience	ILM CPD Course	Feb-22	1H	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
ILM Achievement: Mentoring	ILM CPD Course	Feb-22	1H 5M	ILM - Institute of Leadership & Management	Increase knowledge an dsupport in the workplace	Attended online CPD training module				
Sharps Awareness	HSE	Dec-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions and produce project work as evidential documentation	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
RIDDOR	HSE	Dec-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		

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ACAS Early Conciliation	Leadership & Management	Apr-20	45 CPD minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Very useful and supportive to myself and in the assistance of others and the business as a whole	Training and experience may be called upon should there be an employment dispute within the organisation
Bullying and Harassment in the Workplace for Managers	Leadership & Management	Apr-20	45 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Very useful and supportive to myself and in the assistance of others and the business as a whole	Training and experience can be used to ensure harmony in the workplace and to deal with any issues that may arise
Employment Tribunal - How to prepare for a hearing	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Very useful and supportive to myself and in the assistance of others and the business as a whole	Training and experience may be called upon should there be an employment dispute within the organisation that has potential to lead to tribunal case being heard
Hints and Tips for Effective Recruitment - Part 1 - The Principles of Recruitment	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Recruitment Best Practice 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Supportive of ensuring that as a business we recruit and promote the right people	Will be used to support my ongoing recruitment as well as enable other staff to be developed through leadership to make the right choices for recruitment and promotion
Hints and tips for effective recruitment - Part 2 - The recruitment process	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Recruitment Best Practice 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Supportive of ensuring that as a business we recruit and promote the right people	Will be used to support my ongoing recruitment as well as enable other staff to be developed through leadership to make the right choices for recruitment and promotion
Information Security	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Security and GDPR 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Ensure that as a business we are secure in our data and processes so as not to open the business up to attack or jeopardise	Will be used to demonstrate support for security requirements across the business and to also develop others to assist with compliance of GDPR and other security requirements
Modern Slavery	Leadership & Management	Apr-20	15 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Ensure that the business is maintaining its duty as a responsible employer
Probationary Periods	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Recruitment Best Practice 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to support my ongoing recruitment as well as enable other staff to be developed through leadership to make the right choices for recruitment and promotion
Short Term Sickness - A Practical Guide to Managing	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Staff Well-being 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to ensure that staff are supported when required and that the business is protected where absence is not justified
Corona Virus Covid-19	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Safety and Wellbeing of staff	Attended online sessions	To ensure that all staff remain safe and well during the pandemic and to secure the business properties so staff are able to work safely and without risk	Personal Development and Business Support		
COSHH Awareness for Employees	HSE	Apr-20	45 CPD minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace. To ensure that the business is compliant in hazardous products control	Ongoing continual development/refresher		
Environmental Awareness For Managers - Certified	HSE	Apr-20	30 CPD minutes	The CPD Certification Service	Health & Safety and Environmental	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace. To ensure that the business is compliant in environment duties	Ongoing continual development/refresher		
Health and Safety Awareness - Certified	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Lone Working	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Silica and dust awareness for employers and managers	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Asbestos Awareness	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Bullying and Harassment in the Workplace for Employees	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
COSHH Awareness For Those Responsible For Completing COSHH Assessments	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace. To ensure that the business is compliant in hazardous products control	Ongoing continual development/refresher		
DSE Display Screen Equipment	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Manual Handling	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Personal Protective Equipment - PPE	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		

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First Aider Courses-Basic First Aid Level 2 (VTQ)	First Aid	Apr-20	240 CPD Minutes	Pro Trainings and The CPD Certification Service	First Aid and Basic Life Saving Skills	Attended online CPD training module	To ensure safety and well-being of any individual including staff should they become ill or in danger through accident or other	Ongoing continual development/refresher		
Fire Extinguisher Use	Fire Safety	Apr-20	30 CPD Minutes	The CPD Certification Service	Fire Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Fire Safety Awareness	Fire Safety	Apr-20	30 CPD Minutes	The CPD Certification Service	Fire Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Fire Marshal Training	Fire Safety	Apr-20	30 CPD Minutes	The CPD Certification Service	Fire Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Long Term Sickness Absence - Part 1 - Procedures, Pay and Communication	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Staff Well-being 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to ensure that staff are supported when required and that the business is protected where absence is not justified
Long Term Sickness Absence - Part 2 - When is it reasonable to dismiss	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Staff Well-being 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to support staff and to ensure that the business is making the right decisions and is fully aware of the laws supporting disabilities etc.
The Bribery Act 2010 - An Overview	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		To ensure that the business is aware of all legislation with recruitment and ongoing employment of staff
Stress in the workplace	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Mental Health & Wellbeing	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Legionella and Legionnaires Disease Awareness	HSE	Mar-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Prince2	Project Management	Sep-19	5 Days	People Cert Axelos	Project Management 1	Attended classroom based training	To further support the business with both internal and external (client) projects	Personal Development and Business Support		To provide the business with greater depth around project management and support the need to strengthen and grow
IOSH Managing Safely	HSE	Feb-18	3 Days	IOSH	Health & Safety	Attended online sessions and produce project work as evidential documentation	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace	Ongoing continual development/refresher		Prevent accidents at work and maintain integrity with business reputation
Lean Six Sigma	Project Management	Jan-17	4 Days	Six Sigma	Productivity and Efficiency Best Practice	Attended classroom based training	To ensure that all internal and external projects and working practices are effective and efficient	Personal Development and Business Support		
British Sign Language - Level 1	Personal Self Funded	Mar-16	7 Days	BSL	Personal Investment - Self Funded	Attended classroom based training in own time with 8 year old Daughter as a personal desire to learn BSL	Strong belief that it was a valuable learning and great investment to make for both personal and business requirements	Personal Learning desire		Enables languages to be spoken and understand when and if there may be barriers
Advanced Level Apprenticeship in IT Software & Telecoms Professionals	Leadership & Management	Aug-14	As part of ILM	ILM - Institute of Leadership & Management	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 2 ICT System Operation	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 2 Install, Configure and Integrate Networked Hardware and Software	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Certificate in ICT Systems and Principles	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Develop Own Effectiveness and Professionalism	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Diploma in ICT Professional Competence	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Install, Configure and Integrate Networked Hardware and Software QCF	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Interpersonal and Written Communication	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Maintain ICT Equipment and Systems 3 QCF	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Networking Principles	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Security of ICT Systems 3	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		

Name:		Paul Gill				Date:		Dec-22		
Purpose:		Demonstrate Record of Continued Personal and Professional Development to Date								
Development Activity						Evaluation:				
Details of CPD Activity	Type	Dates	Effective Learning Time (CPD Hours)	Recognition/Certification	Dev Plan Ref.	What was undertaken?	Why?	What was learnt from this? Key Benefits/Value Added	Further Comments: Was the learning successful? How can I improve in future?	How have/will this development piece be used?
Level 3 Software Installation and Upgrade 3	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 User Profile Administration 3	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Working with ICT Hardware and Equipment	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 1 Health & Safety in ICT	HSE	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Microsoft Technology Associate	IT & Networking	Apr-14	5 Days	Microsoft MTA	Networking and IT	Attended various modules as classroom and online	Network and IT Support	Personal Development and Business Support		
Microsoft Certified Professional	IT & Networking	Apr-14	5 Days	Microsoft MCP	Networking and IT	Attended various modules as classroom and online	Network and IT Support	Personal Development and Business Support		
Functional Skills qualification in Information and Communication Technology (ICT) at Level 2	Leadership & Management	Mar-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
MLPI	Leadership & Management	Apr-13	1 Day	Learning Performance Institute	Learning and Development Support	Became a member of the LPI after gaining accreditation for Certified Online Learning	To support all staff with ongoing learning and development as well as coaching needs	Ongoing continual development/refresher		
COLF Certified Online Learning Facilitation	Leadership & Management	Apr-13	10 Days	Learning Performance Institute	Learning and Development Support	Attending online learning sessions and presented to demonstrate ability to facilitate online training	To support all staff with ongoing learning and development as well as coaching needs	Ongoing continual development/refresher		
Advanced Level Apprenticeship in Management	Leadership & Management	Mar-13	As part of ILM	Alliance of Sector Skills Councils	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
EDI Level 3 Certificate in Management Principles	Leadership & Management	Nov-12	As part of ILM	Ofqual	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
ILM Level 3	Leadership & Management	Oct-12	As part of ILM	ILM - Institute of Leadership & Management	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
OCR Level 3 NVQ Certificate in Management	Leadership & Management	Jun-12	As part of ILM	Ofqual	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Web Publishing Level One	Personal Self Funded	Jul-04	3 Days	Learndirect	Personal Investment - Self Funded	Completed all training and learning in own time and at night classes with final exam at Learndirect Invigilated Environment	Strong belief that it was a valuable learning and great investment to make for both personal and business requirements	Personal Learning desire		
PDI+	Managed Print Industry		11 Days	Comptia	Managed Print Industry	Ability to demonstrate full understanding of all technical requirements within the Managed Print Services	To support clients and colleagues with all/any technical issues	Ongoing continual development/refresher		
Total Number of Minutes Continual Professional Development			4120							
Total Number of Days (Calculated @ 7.5 hours in 1 working day) Continual Professional Development			9							
Total Number of Days Non-CPD Learning			63							