

CPD Planning and Review Sheets

This resource can enable/aid structured planning, self-evaluation and peer review of practice (if appropriate). Microsoft Word templates are available on the CIEA website – www.ciea.org.uk/CPD

Personal Details

Name

Role

Period

Membership Number

Continuing Professional Development (CPD) Review Sheet

This form enables you (and your manager if appropriate) to review your assessment-related skills and knowledge. You should refer back to your Assessment Skills Gap Analysis results and/or review the main components of the assessment processes relevant to your role on p10.

Assessment Function/Area	Task	Activity/Evidence	Resource(s)	Status	Date	Signed/Authenticated
Example: Feeding back after assessment	Analysing Data	Need to increase understanding of how to interpret data.	CIEA Insight on the use of data in assessment	Complete. Now able to objectively analyse data	02/09	Robert Jones (Head of Department)

Continuing Professional Development (CPD) Planner

This form enables you (and your manager if appropriate) to effectively plan your proposed CPD activity. You are advised to refer back to your completed Continuing Professional Development Planner and the CIEA Assessment Compendia before completing this section.

If you are carrying out self-assessment – Please ignore the right-hand column

If you are taking part in peer review – Your manager should complete the right-hand column before your formal review/appraisal

You are asked to complete this section as openly and honestly as possible.

Assessment Area	Objectives	Task	Outcome	To be completed	Review Date
Example: Preparing for assessment	Improve practices and procedures within the centre	CIEA Assessment Policy Tool		04/10	04/10

Appraisee name

Signed

Date:

Appraiser name

Signed

Date:
