

IRCA Example CPD Log



This document is an example to provide you with guidance on filling in your CPD log. Please note that all personal details are fictitious.

Name & Initials (Enter below)	Certification Number (Enter below)	Declaration: I declare that all information submitted reflects accurately the CPD conducted. <i>Note: IRCA may verify any information provided, and any the discovery of any falsified information will likely result in suspension from the register.</i>
Mr John Jones	6015976	I declare that all information submitted reflects accurately the CPD conducted

CPD Log:

1	2	3	4	5	6	7
CPD activity number	Date (DD/MM/YY)	Duration (hours)	Type of CPD <ul style="list-style-type: none"> Structured Unstructured 	Area of CPD covered <ul style="list-style-type: none"> Management system Auditing Technical knowledge Soft skills 	Description of activity and what knowledge and skills have been gained.	Evidence of structured CPD
1	dd/mm/yy	8	Structured	Management System Technical Knowledge	Process Mapping and Improvement – 1 day course aimed at improving process performance in support of business objectives. Some of the objectives I achieved were: <ul style="list-style-type: none"> Developing my understanding of process management and how it can improve the audits that I carry out and my findings The difference between core and support processes How to establish process purpose, boundaries and potential measures and identifying challenges How to map/re-design and improve an existing process through various techniques. 	Training certificate attached.

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2	dd/ mm/ yy	1	Unstructured	Auditing	<p>LinkedIn Group – Participated in a discussion entitled “The Rules for opening and closing meetings”.</p> <ul style="list-style-type: none"> • Shared my experiences and own knowledge on how this could be done • Had the opportunity to see what other people in my field believe are the most important rules for this • Learnt how to potentially deal with an auditee who does not accept the NCR raised against them in the closing meeting. These learning points will help me plan and execute more effective opening and closing meetings. <p>This discussion has highlighted the importance of being able to persuade, influence and manage conflict.</p>	(No evidence required – unstructured)
3	dd/ mm/ yy	1	Unstructured	Management systems	<p>IRCA E-Library – read article entitled “The Relationships among Quality Management System, Knowledge Management and Organizational Performance: An Application of the Heckman Two-step Method” (12 pages). Key points learnt from the article:</p> <ul style="list-style-type: none"> • The Heckman two-step method which is used to measure the effect of adopting quality management system and implementing knowledge management on organisational performance • First paper to apply empirical evidence on the moderating role of the above 3 concepts • Provided managers with deeper insight into understanding the complex relationships among the adoption of the these • How it can help managers to make better decisions when choosing management systems in improving organizational performance. 	(No evidence required – unstructured)

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4	dd/ mm/ yy	6	Structured	<p>Technical knowledge</p> <p>Management system</p>	<p>Attended a seminar on issues that may arise in a company's supply chain. Covered topics such as:</p> <ul style="list-style-type: none"> • How to spot problems within your supply chain • Common solutions on how to deal with problems that may arise • Useful tools and tip that can be implemented to help resolve problems with the supply chain. <p>This has developed my understanding of supply chain management and will help improve my auditing of organisations with supply chain issues.</p>	Confirmation email of attendance attached.
5	dd/ mm/ yy	1	Structured	<p>Management system</p> <p>Auditing</p>	<p>IRCA ISO 9001:2015 DIS Webinar: A look at some of the upcoming changes to ISO 9001 as they stand now in their DIS form. This was led by IRCA's Technical Manager. The webinar looked at the major changes to the new standard and addressed a number of common questions.</p> <p>Questions about changes to the involvement of senior management within the management system processes were of particular interest. This webinar has been valuable background knowledge for transitioning to the new standard and will be good preparation for transition training.</p>	Confirmation email of attendance attached.
6	dd/ mm/ yy	2	Unstructured	Management system	<p>I have read the ISO 9001:2015 DIS Report, downloaded from the IRCA website. I used this in conjunction with the webinar to help myself get to grips with the upcoming changes and in preparation for the transition training.</p>	(No evidence required – unstructured)
7	dd/ mm/ yy	40+ (Monthly read)	Unstructured	Technical knowledge	<p>I have been reading the monthly Quality World magazine published by The CQI.</p> <p>The magazine contains many articles relevant to my job as well as giving me an insight into the direction that the Quality profession is taking as whole.</p>	(No evidence required – unstructured)

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8	dd/ mm/ yy	2	Unstructured	Technical knowledge Management system Soft skills	Read the December 2014 edition of <i>IRCA Members' Update</i> which covered subjects related to: <ul style="list-style-type: none"> • What's new with ISO 14001 • Quality world Magazine online • Creating a culture of quality article • Changes to recertification with IRCA 	(No evidence required – unstructured)
9	dd/ mm/ yy	24	Structured	Auditing Management systems	IRCA-certified EMS Conversion course. <ul style="list-style-type: none"> • Understood the requirements to plan an audit whilst ensuring legal compliance • Developed an overview of key issues and impacts for standard • Created an understanding of the differences between the standards • Developed my auditing skills for this standard to help meet business needs 	Certificate attached.
10	dd/ mm/ yy	8	Structured	Soft skills	Leadership communication training course. <ul style="list-style-type: none"> • Learning to build business relationships and network • Learning how to influence • Understanding your impact as a leader • Understanding how to exploit networks within the workplace • Developing and understanding self-awareness. 	Confirmation email of attendance attached.
11	dd/ mm/ yy	4.5	Structured	Soft skills	Leadership workshops – “How to influence and persuade”, “How to manage conflict”, “How to communicate better”. Series of workshops organised by my employer. These have helped me improve my communication and negotiation skills.	Confirmation email of attendance attached.
12	dd/ mm/ yy	5	Structured	Soft skills	Annual PDP reviews (c. 1 hour/year plus preparation time) At the beginning of each calendar year I have an annual review with my line manager. This meeting is to review my achievements over the last year and to update my work plan and learning goals.	Confirmation by email: LineManager@employer.com