

Continuing Personal Development Record Form

Name: Membership Number: Job Title

Date	Activity Summary	Category Code	Organiser	Core / Supplementary	Hours Claimed	Verification (Auditing purposes Only)

Category Codes

- A Post-qualification study C Distance Learning E Imparting Knowledge G Meeting I Other (Please Specify)
- B Short Course D In-company Management Development F Conference / Exhibition H Private Study

Please file this form securely, as it may be required for auditing purposes by the Society. Please note that the Society may also request confirmation of CPD activities listed (e.g. Certificates of Attendance), therefore please keep any such supporting documents along with this form.

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