Continuing Professional Development (CPD)   
Submission Form

## Summary table (see Appendix 1 for full list of categories & points)

Applicants should only claim for activities listed in Appendix 1.

When completing this form, please refer to the RSB CPD Guidance document.

**Please complete one form per year.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Area** | **Maximum (Capped) Points per Activity Area** | **No. of Items** | **Total No. of Hours** | **Total No. of Uncapped Points** |
| Work Based Learning | 20.0 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Professional Activity | 20.0 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Formal/Educational | 30.0 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Self-directed Learning | 10.0 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | 10.0 | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Recorded Entries

*Applicants should duplicate the entry form below for as many activities as required.*

|  |  |
| --- | --- |
| **Date** | Click or tap to enter a date. |
| **Activity Area** | Choose an item. |
| **Category** | Click or tap here to enter text. |
| **Hours** | Click or tap here to enter text. |
| **Description** | |
| Click or tap here to enter text. | |
| **Reflection Statement**  In this section please provide statements reflecting on:  a) how you benefited from this activity (e.g. new knowledge gained, learning needs identified, influence on future planning)  b) how this activity will benefit others (e.g. colleagues, students, customer) | |
| Click or tap here to enter text. | |

|  |  |
| --- | --- |
| **Date** | Click or tap to enter a date. |
| **Activity Area** | Choose an item. |
| **Category** | Click or tap here to enter text. |
| **Hours** | Click or tap here to enter text. |
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| --- | --- |
| **Date** | Click or tap to enter a date. |
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| **Category** | Click or tap here to enter text. |
| **Hours** | Click or tap here to enter text. |
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| --- | --- |
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| **Activity Area** | Choose an item. |
| **Category** | Click or tap here to enter text. |
| **Hours** | Click or tap here to enter text. |
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| --- | --- |
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|  |  |
| --- | --- |
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| Click or tap here to enter text. | |

## Appendix 1

|  |  |  |
| --- | --- | --- |
| **Activity Area** | **Category** | **Points per Hour** |
| **Work Based Learning (a maximum of 20 CPD points can be claimed under this heading)** | Experiential Learning | 2 |
| In-Service Training | 2 |
| Receiving Coaching from Others | 2 |
| Work Shadowing | 2 |
| Peer Review of Own Work | 2 |
| Review of Case Studies and Literature | 2 |
| Participation in Journal Club | 2 |
| Discussions with Colleagues | 2 |
| Presentations | 2 |
| Supervising Colleagues or Students | 2 |
| Job Rotation, Secondments or Sabbaticals | 2 |
| Involvement in Employer Work | 2 |
| Lessons Learnt Activities | 2 |
| Request and Analysis of Feedback | 2 |
| Participation in Appraisal and Goal Setting | 1 |
| Preparation of Bids | 2 |
| Course Development | 2 |
| Other | 1 |
| **Professional Activity (a maximum of 20 CPD points can be claimed under this heading)** | Professional Body Involvement | 2 |
| Organiser | 2 |
| Being an Examiner | 2 |
| Being a Referee for a Journal | 2 |
| Technical Group Membership | 2 |
| Being an Expert Witness | 2 |
| Lecturing of Teaching | 2 |
| Presentation Giving or Discussant | 2 |
| Networking with Other Professionals | 1 |
| Coaching or Mentoring | 2 |
| Other | 1 |
| **Formal/Educational (a maximum of 30 CPD points can be claimed under this heading)** | Programme of Learning for Academic Qualification | 2 |
| Attendance at Training Course | 2 |
| Attendance at Royal Society of Biology Approved Events | 3 |
| Attendance at Conferences or Scientific Meetings | 2 |
| Distance Learning | 2 |
| Reading Professional Framework | 2 |
| Maintenance/Development Specialist Skills | 2 |
| Writing Articles or Papers | 2 |
| Presentation Preparation | 2 |
| Training Material Preparation | 2 |
| Other | 1 |
| **Self-Directed Learning (a maximum of 10 CPD points can be claimed under this heading)** | Reading | 1 |
| Reviewing and Summarising | 1 |
| Upgrading Knowledge | 1 |
| Reflective Practice | 1 |
| Other | 1 |
| **Other (a maximum of 10 CPD points can be claimed under this heading)** | Finance Skills | 1 |
| Strategic Thinking | 1 |
| Leadership Skills | 1 |
| Coaching and Counselling Skills | 1 |
| Organisation and Planning Skills | 1 |
| Other | 1 |