# Logbook Template

The logbook template can be used to record your CPD activities to meet the Board’s requirements.

All your CPD, including CPD not directly related to your goals, should be recorded.

A minimum of 10 hours of CPD is required each year.

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| Details of CPD Activity | |
| Date and time of CPD activity |  |
| Location of activity (if applicable) |  |
| Type of CPD activity |  |
| Time (Hours) taken for activity |  |
| Source or reference and/or provider details; or  Name of facilitator/Speaker (if applicable) |  |
| Attachments  (e.g. attendance certificate, copy of enrolment, sign-in sheet) |  |
| Reflection on CPD Activity | |
| ***Summary of learning:***  What have you learnt?  How has the CPD contributed to your body of knowledge and skills? |  |
| ***Outcomes:***  How have you applied what you learnt to your work? How have you integrated the knowledge and findings into your practice? |  |
| ***Further Learning:***  What further learning could you undertake? |  |