**CPD Activity Summary**

Name …………………….. Membership number (if known) ……………..

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| CPD Activities yearly requirement per grade:   * Data Analyst: 30 hours over 12 months * GradStat: 60 hours over 12 months * CStat, Revalidation & Data Science: 120 hours over 24 months | | Career status (include a brief description of job role over the 12 month period) | | | | |
| Start /End Dates | Description of Activity | Category of Activity | Learn-ing hrs | Benefits to self/own practice | Benefits to users/impact on service | Supporting evidence |
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Guidance for completing the CPD Activity Summary Template

Note the CPD Policy of the Society can be downloaded from [www.rss.org.uk/cpd](http://www.rss.org.uk/cpd) and includes the definition of various terms in the headers of the CPD Activity Summary template.

* Include your name and membership number (if known)
* Include the 12/24 month period being summarised and a brief career status over that period. This is requested in order to understand the context of professional activity that your CPD activities are supporting. It is recommended that this should be 150-250 words.
* Start/End Dates. Provide these dates as accurately as possible. It is helpful to record activities in chronological order of the start date.
* Description of Activity. Recall all activites in a CPD summary are ‘learning activities’, and so it is helpful if the description clarifies the nature of the activity and the expected learning outcomes.
* Category of Activity. The 5 categories (work-based learning, professional activity, formal/educational, self-directed learning, other) are defined and exemplified in the appendix of the Society’s CPD policy.
* Learning hours. Note the distinction between ‘learning hours’ and elapsed hours. This distinction is clarified in the Society’s CPD Policy. Learning hours are calculated as the learning value of the activity to the individual, and are a proportion of the elapsed hours.
* Benefits to self/own practice. In documenting the benefits be specific in indicating the skills, knowledge or experience gained from undertaking the activity.
* Benefits to users/impact on service. In documenting the benefits be specific in describing the benefits to users of your work as a result of you gaining new skills, knowledge or experience. Ask the question ‘What has changed in my service delivery as a result of undertaking the activity?’.
* Supporting evidence. Indicate any supporting evidence that confirms your undertaking the activity and/or clarifies the nature of the activity. For example, include attendance certificates or agendas of training courses, links to presentations or publications, titles of documents that have been produced, etc. It is not necessary to include the evidence but rather to describe its existence (and that it could be provided if requested) .