

CONTINUING PROFESSIONAL DEVELOPMENT

In conjunction with

**THE FRCE
RECRUITMENT
GROUP**

Name





INTRODUCTION

The FRCE Recruitment Group wholly embrace the continued professional development of all our temporary workers, and as such, we offer a wide range of ways to assist you in achieving this.

As a valued member of our team, we will support your learning and development, which will enhance your future career opportunities, and enable you to become a more skilled educator.

We have put together this simple booklet to help you track your progress. At every stage of your career there are opportunities to develop your skills, knowledge and prospects further.

The information here is based on the principle that the effective education professional is the developing education professional: it is never possible to effectively stand still in your work.

Continuing professional development is a process that helps you meet the challenges of your work and achieve your own and your learning centre's goals. It incorporates the idea of "effective teaching": the importance of reflecting on what you are doing, as an essential part of your development process.

Our Compliance & Training Team will assist you in keeping your booklet up to date – it is important you share with them any external courses you attend, or external resources you may access.

If you have any queries relating to your CPD, please do not hesitate to contact our Compliance & Training Team who will be delighted to assist you

training@frce-group.co.uk



RECORDING YOUR CPD

Recording your CPD is important – you should keep track of the activities you carry out using the tables below

By writing down the important things you learn from activities and how you will implement it into your daily teaching will help you to embed the learning – this is called reflective learning.

You can also use this log to support you in job applications and appraisals.

Continual Professional Development Log – Contents:

1. Professional development courses attended
2. Conferences / workshops attended
3. Journal articles read
4. Books read
5. Internet resources found useful
6. Thoughts and ideas from colleagues and peers
7. Reflection – your thoughts and ideas on your own teaching
8. Action research projects
9. Talks / workshops you have given or attended
10. Papers / books you intend to write
11. General training courses completed

2. CONFERENCES / WORKSHOPS I HAVE ATTENDED

[illegible]

3. JOURNAL ARTICLES I HAVE READ

Full article reference details	Summary / abstract	My comments	Useful quotes	Page	Follow-up reading
Author: Article title: Journal title: Journal vol/no: Year:Pages:					
Author: Article title: Journal title: Journal vol/no: Year:Pages:					
Author: Article title: Journal title: Journal vol/no: Year:Pages:					
Author: Article title: Journal title: Journal vol/no: Year:Pages:					
Author: Article title: Journal title: Journal vol/no: Year:Pages:					

4. BOOKS I HAVE READ

Full reference	Description / impressions	My comments	Most useful sections	Page	Useful quotes
Author(s): Editor(s): Book title: Publisher: Year:Pages:					
Author(s): Editor(s): Book title: Publisher: Year:Pages:					
Author(s): Editor(s): Book title: Publisher: Year:Pages:					
Author(s): Editor(s): Book title: Publisher: Year:Pages:					
Author(s): Editor(s): Book title: Publisher: Year:Pages:					

6. THOUGHTS AND IDEAS OF COLLEAGUES AND PEERS

[illegible]

7. REFLECTION: MY THOUGHTS AND IDEAS ABOUT MY OWN TEACHING

Date	Which team/ specific issue	Desired outcome	What happened that is worth noting?	Why is this interesting / problematic?	Further comments and intended follow-up

8. ACTION RESEARCH PROJECTS

Start Date	Research question?	What data will be gathered?	How will this be done and how will results be recorded?	What is the outcome / result?	Conclusion and action

9. TALKS / WORKSHOPS I HAVE GIVEN


[illegible]


10. ARTICLES / BOOKS I INTEND TO WRITE

[illegible]

11. GENERAL TRAINING COURSES COMPLETED

TRAINING COURSE	DATE COMPLETED	COMMENTS
Safeguarding Children (L2)		
(Paediatric) First Aid		
Food Hygiene		
Health & Safety		
Understanding Child Protection		
Fire Safety		
Data Protection		
Moving & Handling in a Childcare Setting		
Numeracy & Literacy		
Phonics		
CPD		
Promoting the Health & Hygiene of Children		
Maintaining the Safety & Security of Children		
Recognising Indicators of Abuse		
Introduction to Autism in the Early Years Setting		
Makaton		
Children's Emotional Health & Well Being		
E-Safety & Bullying		
Sexual Exploitation & Grooming		
Safeguarding Children (L3)		
Principles of Childcare		
Equality, Diversity & Inclusion		
Infection Control		
Behaviour Management		
Delivering the EYFS		
Supporting Children with Speech, Language and Communication Needs		
Team Teach		
Supporting Play, Learning & Development		
Play & Learning Experiences		
Observation, Assessment & Planning		
Safer Recruitment		
Staffing, Leadership & Management		
Partnerships with Parents & the Local Community		
Monitoring & Evaluation		
Raising Developmental Concerns with Parents		
Effective Induction, Supervision & Appraisal		
The Physical Environment		
Values & Aims		
Relationships & Interactions		

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