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 worker.

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 social care worker is the developing social care 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 "reflective practice": 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 who will delighted to assist you

compliance@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

Writing down the important things you learned from the activity, and how you will implement the learning into your daily practices will help you 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. 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
10. Papers / books you intend to write
11. General training courses completed

1. PROFESSIONAL DEVELOPMENT COURSES I HAVE ATTENDED

Dates	Course title	Description / impressions	Most important things I learnt	Action I intend to take	Done?	Useful contacts list

2. CONFERENCES / WORKSHOPS I HAVE ATTENDED

Dates	Conference title	Description / impressions	Most important things I learnt	Action I intend to take	Done?	Useful contacts list

3. 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:					

5.   INTERNET RESOURCES I HAVE FOUND USEFUL

URL	Date accessed	What kind of resource is this?	Description / impressions	Why is this useful?	Action I intend to take	Done?
					1 2 3	
					1 2 3	
					1 2 3	
					1 2 3	
					1 2 3	
					1 2 3	
					1 2 3	

6.   THOUGHTS AND IDEAS OF COLLEAGUES AND PEERS

Name and contact details	Date of communication	Useful thought or idea	Why is this useful?	How can I use this in my own teaching?	How do I need to adapt this thought / idea?

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

Date	Which class & level?	Aims of the Lesson	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
	E.g. Is the behaviour of my pupils affected by the weather?	*E.g. A daily record will be kept of the weather and of pupil behaviour*	*E.g. Written log with description of weather e.g. "windy" together with description of pupil behaviour e.g. "very lively"*	*E.g. pupils are very lively when the weather is windy*	*Pupils' behaviour is affected by some kinds of weather. It might be a good idea to choose teaching activities with this in mind. For example, use language games and physical activities when it is windy, and avoid activities which demand a lot of concentration*

9.   TALKS / WORKSHOPS I HAVE GIVEN

Date	Title of talk / workshop	When and where was this done?	What was the main idea / aim of the talk / workshop?	Reflection: how did it go?	What would you change next time, if anything?

10.   ARTICLES / BOOKS I INTEND TO WRITE

Start Date	What do I want to write?	What is the main idea / theme I want to write about?	What research / resources / people will be helpful?	Target and actual completion date	Published? Date? Where?
	Article Presentation Paper Book Chapter			Target date: Actual date:	
	Article Presentation Paper Book Chapter			Target date: Actual date:	
	Article Presentation Paper Book Chapter			Target date: Actual date:	
	Article Presentation Paper Book Chapter			Target date: Actual date:	
	Article Presentation Paper Book Chapter			Target date: Actual date:	
	Article Presentation Paper Book Chapter			Target date: Actual date:	
	Article Presentation Paper Book Chapter			Target date: Actual date:	

11. GENERAL TRAINING COURSES COMPL

TRAINING COURSE	DATE COMPLETED	COMMENTS
CPD		