Using the CPD Record to make your CPD Declaration

If you have already created a CPD Record some of these steps will be familiar to you. However, you can now add additional information to your record to support your CPD Declaration.

Creating a CPD Record

Go to the create new menu and click on more then CPD record.

Fill in the various fields and make sure you select the checkbox alongside *use this record as my IfL record*

On page 2 you can choose a 'look' you like using the template selector.

On page 3 you will see the information about your work context that is automatically synchronised with your records on the IfL membership database.

If any of the fields are empty or inaccurate you can click on the edit icon to update your details.

When you update your details a large pad will open which contains 4 sections or pages asking for information about your job role; how many contact hours you have each week; which sector or work context you work in and, on page 4, which subjects you teach.
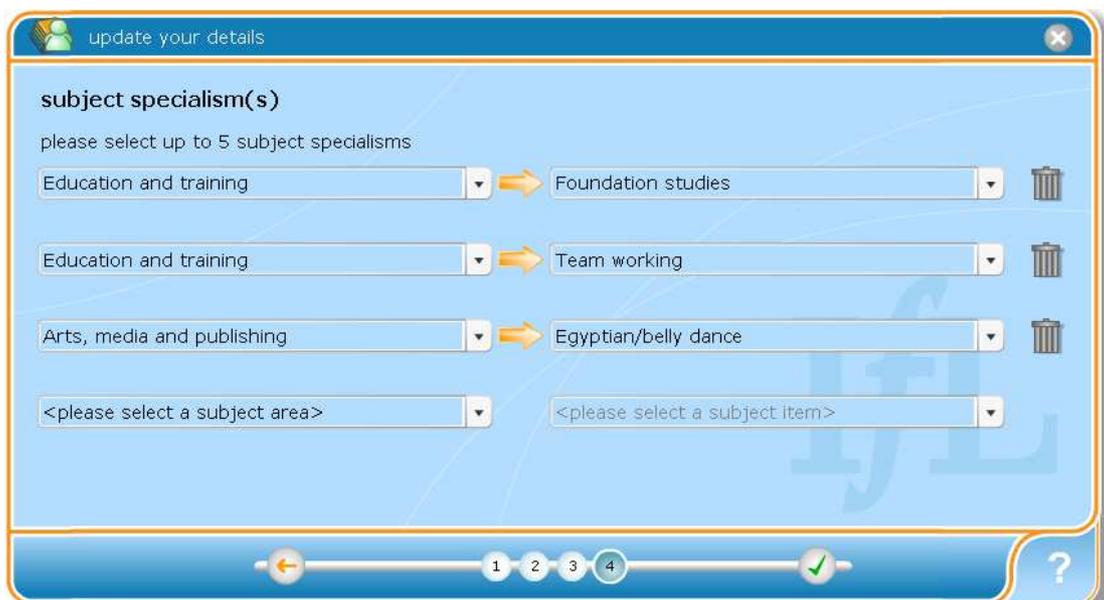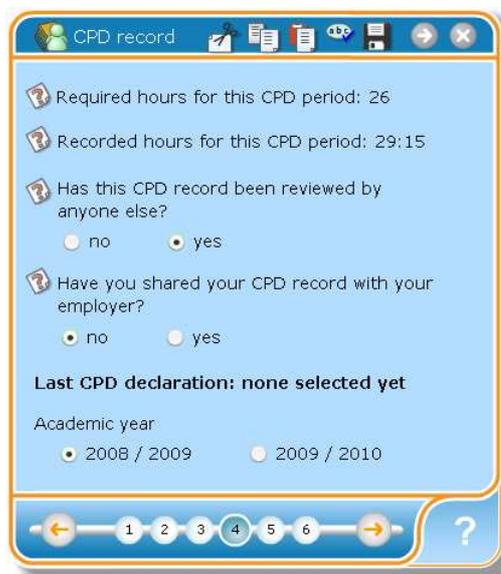
The subject groups and subjects on page 4 are taken from the approved Ofsted list.

To choose your subject, first select the subject group from one of the drop-down lists on the right-hand side of the pad and then the specific subject from the drop-down on the left. Each time you make a choice a new row of drop-downs will appear allowing you to select up to 5 choices. Click the green tick to save and close.

On page 4 you can see how many hours of CPD you are required to do and how many hours are currently recorded on this CPD record.
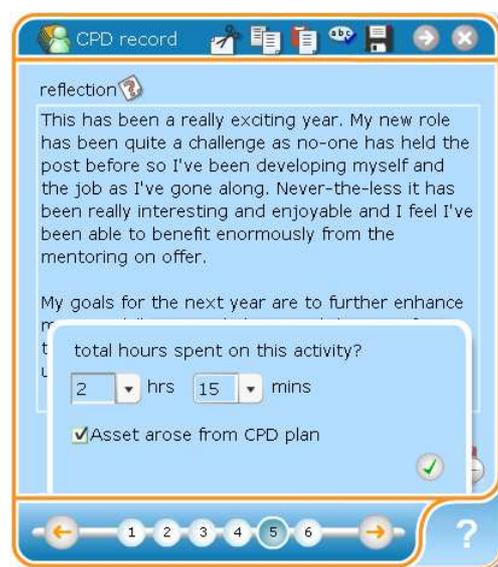
You can record whether or not your CPD record has been shared.

If you have previously made a declaration the last submission date will be shown.

You can use the year selector if you want to begin a new record during the current CPD cycle.

On page 5 you can record an overall reflection for your CPD e.g. *what have you learnt as a result of your combined CPD activities and what impact will this have on learners and learning*.

If this 'meta' reflection has been a valuable CPD activity in itself you can record those hours on this CPD record and they will be added to your overall total.

If you created your CPD record at the beginning of the CPD period you will have been adding evidence of your CPD as you have gone along. Each time you add a new asset to your CPD record (*send to > CPD record*) the hours recorded for that activity, meeting, action plan or any other kind of asset, are automatically totalled up by the CPD record.

You can view your record at any time to see which activities or other assets (items) you have added and you'll be able to see how many hours you have recorded and a breakdown of what hours have been tagged against the three core areas of:

- Teaching and Learning
- Institutional Context
- Subject Specialism

Sending your CPD Declaration

Once you are ready to make your CPD Declaration to the IfL you need to go to the *send to* menu and click on *IfL*.

This option is only available during the CPD submission period which is currently **01 June – 31 August**.

This option is also available for a limited period for late submissions though you will be prompted to provide a reason for your late submission.

If you have not yet completed your required number of hours a warning box will be displayed.
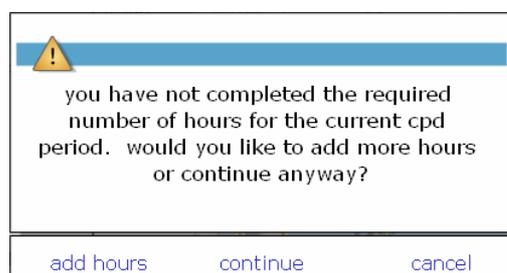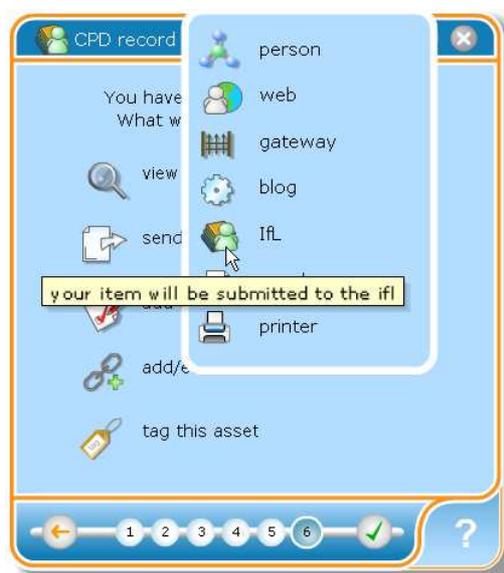
You can then choose whether to add more CPD activities or continue. If you continue you will be asked to provide a reason for having not met your CPD requirement.

If you have recorded enough CPD hours you will see this pop-up window
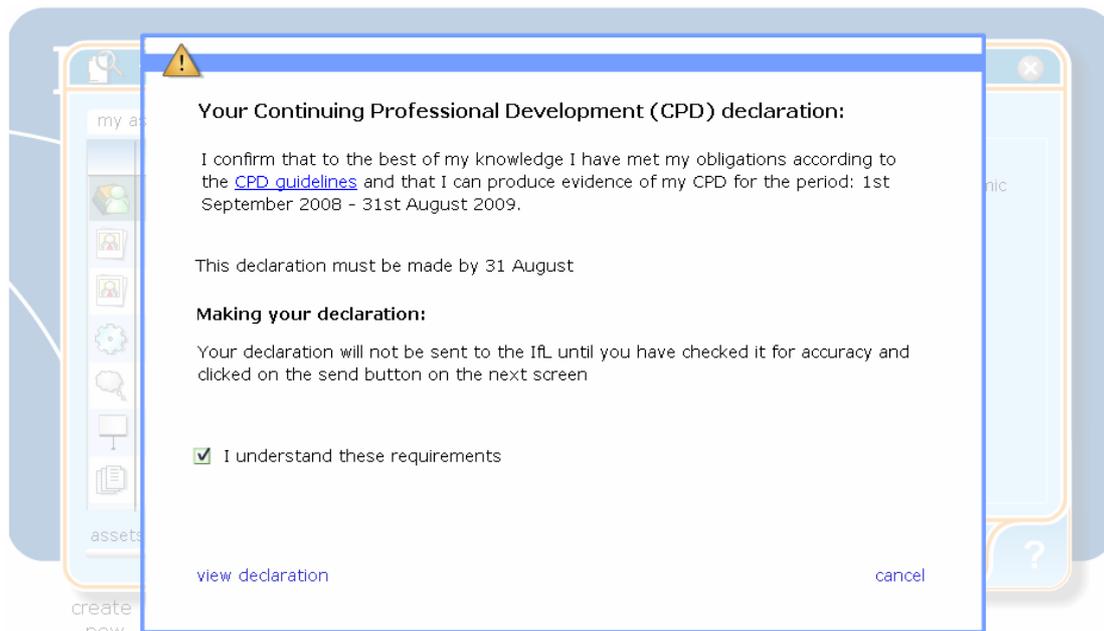
Check the box to indicate that you **understand these requirements** which will then allow you to view your CPD declaration. Only the information shown on the CPD declaration will be sent to the IfL not your individual CPD assets.

If the information displayed is accurate you can click the **send my declaration** button to complete your declaration.

A copy of your declaration will be automatically added as a new asset in your store to allow you to use it as evidence elsewhere, for example in an appraisal or job application webfolio.

For fuller information on using the CPD record or REfLECT generally, use the built in help (click on the *?* in REfLECT) or look at the support materials on this page http://www.ifl.ac.uk/cpd/reflect