

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.

work context

job role(s)
Lecturer, Teacher Educator

contact hours per week
21 - 23 (requiring 26 hours of CPD)

sector/work context
FE College, Work-based Learning

subject specialism(s)
Foundation studies, Team working,
Egyptian/belly dance

update your details

title
My CPD 2008/09

popular tags
tagged

description
This is my CPD record for the current academic year and contains a full history of my CPD-related experiences and subsequent reflections on practice.

use this record as my IfL record

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.

update your details

job role(s)
please select up to 3 job roles

Assessor

Instructor

Lecturer

Manager - First Tier

Manager - Second Tier

Non-Teaching

Senior Manager

Teacher

Teacher Educator

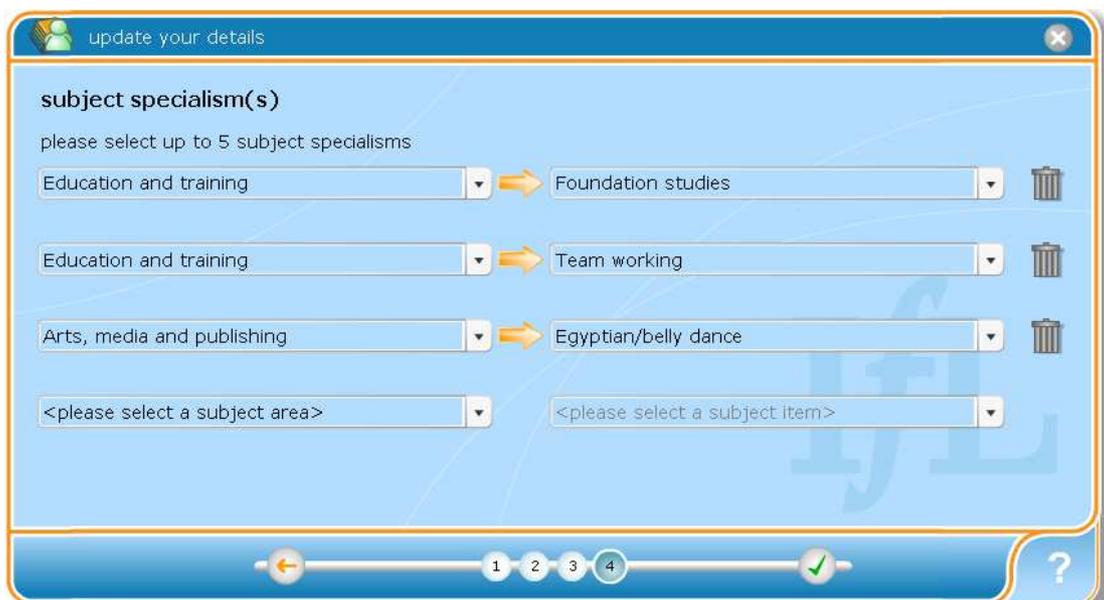
Trainee Teacher

Trainer

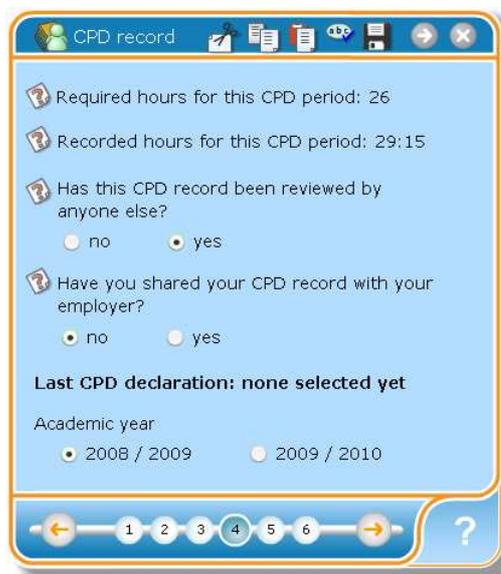
Tutor

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.



The screenshot shows a window titled "update your details" with a close button in the top right. The main heading is "subject specialism(s)" with a sub-heading "please select up to 5 subject specialisms". There are four rows of selection options. Each row consists of a left-hand drop-down menu, a right-hand drop-down menu, and a trash icon. The first row shows "Education and training" on the left and "Foundation studies" on the right. The second row shows "Education and training" on the left and "Team working" on the right. The third row shows "Arts, media and publishing" on the left and "Egyptian/belly dance" on the right. The fourth row shows "<please select a subject area>" on the left and "<please select a subject item>" on the right. At the bottom, there is a navigation bar with a back arrow, a progress indicator with numbers 1, 2, 3, 4, and a green checkmark, and a help icon.



The screenshot shows a window titled "CPD record" with a close button in the top right. It contains several sections: "Required hours for this CPD period: 26", "Recorded hours for this CPD period: 29:15", a question "Has this CPD record been reviewed by anyone else?" with radio buttons for "no" and "yes" (the "yes" button is selected), and another question "Have you shared your CPD record with your employer?" with radio buttons for "no" and "yes" (the "no" button is selected). Below these is a section "Last CPD declaration: none selected yet" with "Academic year" and radio buttons for "2008 / 2009" and "2009 / 2010" (the "2008 / 2009" button is selected). At the bottom, there is a navigation bar with a back arrow, a progress indicator with numbers 1, 2, 3, 4, 5, 6, and a help icon.

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.

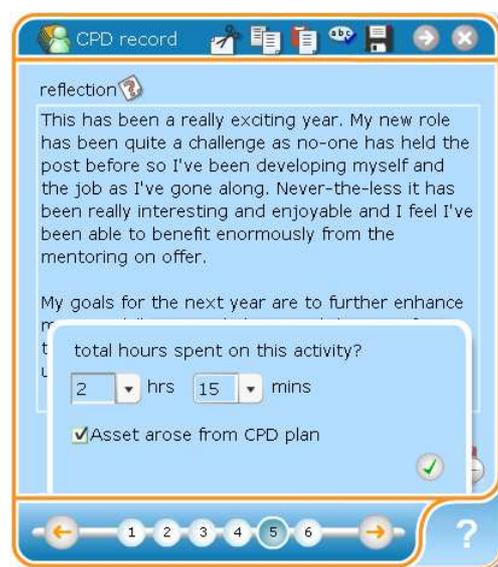
You can record whether or not your CPD record has been shared.

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.



The screenshot shows a window titled "CPD record" with a close button in the top right. The main heading is "reflection" with a question mark icon. The text area contains a reflection: "This has been a really exciting year. My new role has been quite a challenge as no-one has held the post before so I've been developing myself and the job as I've gone along. Never-the-less it has been really interesting and enjoyable and I feel I've been able to benefit enormously from the mentoring on offer." Below this is another question: "My goals for the next year are to further enhance". At the bottom, there is a section "total hours spent on this activity?" with two drop-down menus for "hrs" (set to 2) and "mins" (set to 15), and a checkbox "Asset arose from CPD plan" which is checked. At the bottom, there is a navigation bar with a back arrow, a progress indicator with numbers 1, 2, 3, 4, 5, 6, and a help icon.

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

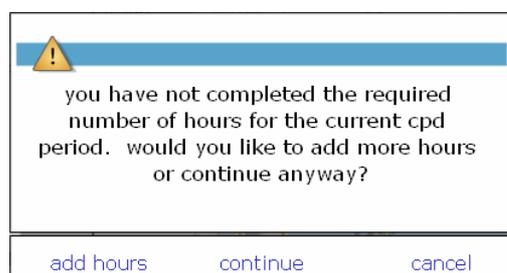
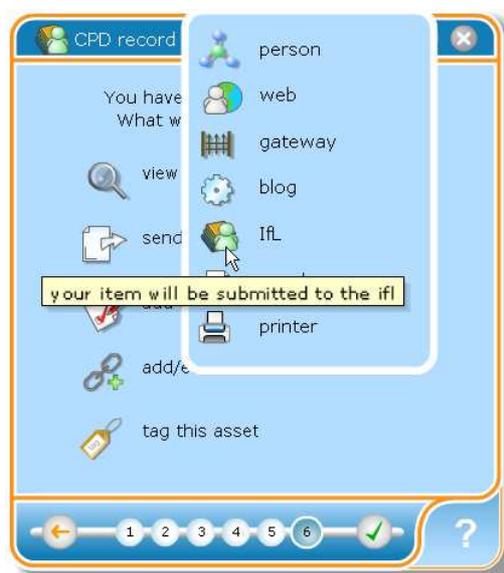
Sending your CPD Declaration

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**.

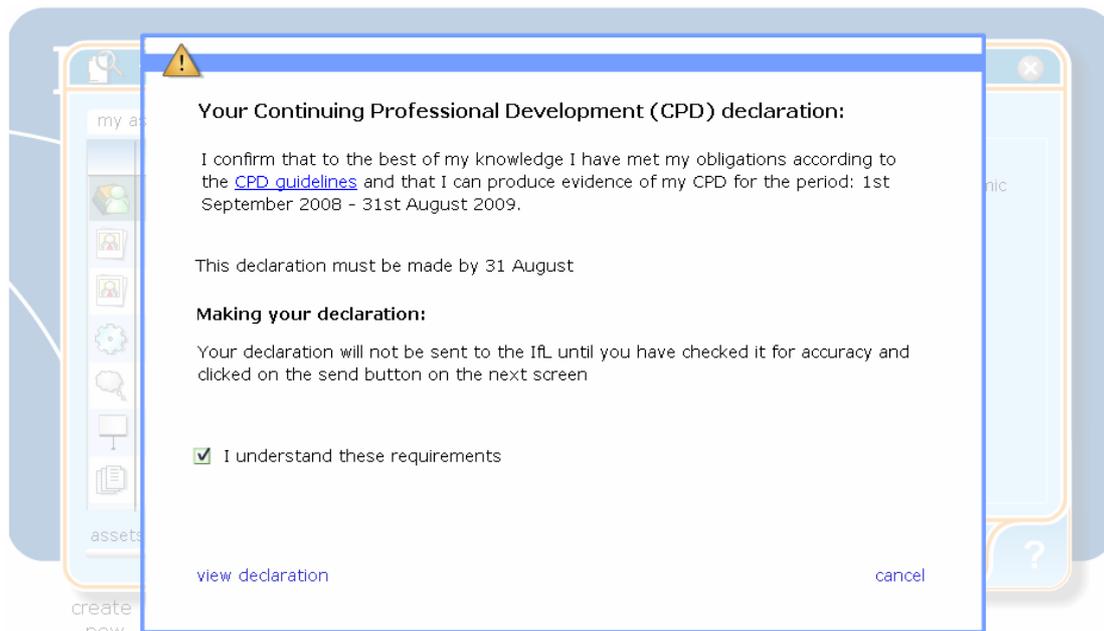
This option is also available for a limited period for late submissions though you will be prompted to provide a reason for your late submission.

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.

REfLECT
Institute for Learning

CPD Declaration

About You
First name: **Phylis**
Surname: **Officer**
Job Role: **Lecturer**
Job Role: **Teacher Educator**
Contact Hours: **21 - 29**
Work Context: **FE College**
Work Context: **Work-based Learning**
Subject Specialism: **Foundation studies**
Subject Specialism: **Team working**
Subject Specialism: **Egyptian/belly dance**

About your CPD

Number of required CPD hours	26
Number of hours completed and evidenced	29.25
Variance	+3.25

You tagged your CPD in the following areas

Learning and Teaching	23
Institutional Context	4

Your CPD has been shared with one or more of your colleagues
Your CPD has not been shared with your employer

This is for the period: **01 September 2008** until **31 August 2009**
If any of this information needs changing close this page and return to your CPD Record in REfLECT

About your Declaration
The information shown above is the only information that will be sent from REfLECT to the IfL, your personal portfolio records remain private and secure.

Upon sending this declaration a copy will be automatically created in your REfLECT account for you to use as future evidence. You will also receive an email confirming that your declaration has been sent.

When you are satisfied that the information displayed above is an accurate representation of your CPD for this period click send below.

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>