You are required to keep a copy of this record for three years.
STEP 3- Identifying CPD activities

How will you address your development needs? You are encouraged to use this section of the record to diary or list the CPD activities you are aiming to undertake throughout the year.

A wide range of activities can be recognised for CPD purposes and is recommended. If you can identify a meaningful learning outcome from a particular activity then it will be valid for CPD purposes.

- Attendance at meetings
- Keep up to date with receipts and payments accounting

STEP 4 – Reflect and Record

This section of the record should be used to record when you have undertaken a CPD activity.

For each activity, what were the key learning points? How have you applied them? How do they address your needs listed in Step 2?

- I kept up to date with the charity affairs via regular meetings: it meant I could account for transactions appropriately
- I keep up to date with the ICAS charity section of website and OSCR website – particularly the guidance on preparing receipts and payments accounts

In summary, what were the most important things you learned last year? What were the tangible outcomes of these for your business?

- I have covered this is my answer above

You are required to keep a copy of this record for three years.