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, keeping on top of Sage software changes and HMRC changes. Keeping on top of SORP accounting. Meeting with the auditors.**

### 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 at the charity: it meant I could account for transactions appropriately**
- **SORP accounting requirements: I kept up to date via researching the charity section of ICAS website the regulator website, and meeting with the auditors**
- **I talked through the Sage software changes with ex-colleagues**
- **I kept up to date with payroll requirements though discussions with my ex-colleagues**

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

- **Keeping up to date with the SORP meant I produced good sets of accounts with minimal changes following the audits**
- **I learned there are impending changes to the charity SORP**

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