Continuing Professional Development (CPD) Log.

The PASA Guide to completing your procurement CPD log

The recommended CPD requirements for professional practitioners are generally the following:

- To complete a minimum requirement of 15 hours of relevant CPD each year, and 75 hours over a 5-year cycle;
- Of the minimum 75 hours, at least 25 hours (33% of the minimum required CPD) will relate to core areas of practice.
- Half should also relate directly to the individual's PDP, agreed with their line manager;
- The remainder of the CPD hours can be self-selected allowing personal choice and development and linked to appraisals and personal
- development plans (PDP), peer support arrangements or other ways of progressing work-focussed performance objectives;
- A short reflective note (of a maximum of 100 words) should accompany all CPD entries, including those which registrants self-certify.

This CPD log should be sufficient for most corporate requirements and professional bodies including CIPS, ISM and WCC

Date(s) of CPD activity	Where did this activity take place?	Source of CPD	Involvement	Collected evidence of completion	Reflective Comment on value?	Does it directly relate to your core job role?	Does it directly relate to personal PDP?	Number of CPD hours logged
	Venue/online	**Trainer, source or supplier**	**Read/attend/ participate/ produced/led**	**Please list**	**100 word max**	**YES/NO**	**YES/NO**	**#**

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