

# CHARTERED INSTITUTE OF LINGUISTS

## Continuing Professional Development (CPD) Record

Name: \_\_\_\_\_ Membership Number: \_\_\_\_\_

Please use this form to enter your objectives for the year, record details of events and/or courses that you attend, and note brief comments evaluating your progress. To aid you in this process, some examples of a linguist's CPD activity are given below:

- Attending language workshops and courses
- Reading foreign language newspapers and periodicals
- Reading foreign language literature
- Reading relevant professional publications
- Listening to relevant foreign language radio and/or TV programmes
- Participating in conferences, workshops, seminars and lectures
- Attending trade fairs and exhibitions
- Reading publications related to professional specialism e.g education, business or chosen specialist subject area for translators and interpreters)
- Learning to use new software packages (through self-study or training courses)
- Learning administrative/office management skills (through self-study or training courses)

### Your Personal Development Plan (to be completed at the start of the year)

Please enter your objectives for the current year and include a date on which you intend to review your progress towards meeting each objective.

1 Objective/Action	Review Date
2 Objective/Action	Review Date
3 Objective/Action	Review Date
4 Objective/Action	Review Date
5 Objective/Action	Review Date

## Record of Relevant Events and/or Training Courses

Please use the following tables to maintain a record of the events and/or training courses that you attend during the year; including a brief assessment of each event/course e.g what you learned and its value to you.

Please ask each event organiser or course provider to sign the validation section to confirm your participation.

<b>Title of event/training course:</b>			
<b>Date:</b>	<b>Duration:</b>	<b>Organiser/Provider:</b>	
<b>Assessment:</b>			
<b>Validation:</b>			

<b>Title of event/training course:</b>			
<b>Date:</b>	<b>Duration:</b>	<b>Organiser/Provider:</b>	
<b>Assessment:</b>			
<b>Validation:</b>			

<b>Title of event/training course:</b>			
<b>Date:</b>	<b>Duration:</b>	<b>Organiser/Provider:</b>	
<b>Assessment:</b>			
<b>Validation:</b>			

**Title of event/training course:**

**Date:**  **Duration:**  **Organiser/Provider:**

**Assessment:**

**Validation:**

**Title of event/training course:**

**Date:**  **Duration:**  **Organiser/Provider:**

**Assessment:**

**Validation:**

**Title of event/training course:**

**Date:**  **Duration:**  **Organiser/Provider:**

**Assessment:**

**Validation:**

**Title of event/training course:**

**Date:**  **Duration:**  **Organiser/Provider:**

**Assessment:**

**Validation:**

**Evaluation of CPD Undertaken** (to be completed at the end of the year)

Please enter below some brief comments or reflections on the CPD activities that you have undertaken e.g key skills acquired (or further developed), lessons learnt, progress made towards meeting your objectives for the year and the next steps you intend to take in your professional development.

I certify that this is an accurate record of the CPD I have undertaken between 1 September \_\_ and 31 August \_\_

**Please return your completed CPD record card to:** The CPD Administrator, Chartered Institute of Linguists, Saxon House, 48 Southwark Street, London SE1 1UN.

Once your CPD card has been signed and stamped by the CPD Administrator, it will be returned to you for your records.

Your CPD record will be treated as confidential.

Signature of CPD Administrator:	Date:

