

## Example of a CPD training record

(To be kept for a period of at least six years)

Education & Training Unit  
Version 1

Name ..... Roll/identifier number ..... Date of admission ..... Period from .....to .....

CPD requirement for this period ..... hours

Date	Training activity (for course attendance, indicate course title, provider name and reference otherwise state how activity was undertaken)	Comments	Number of hours credit
10.11.03	Attendance at update on Revenue Law (in-house) 123/ABCD video and discussion	Provided a review of the provisions in the budget which need to be taken into account when advising on personal investments and will planning	2 hours and 10 minutes
12.12.03	Time spent on building portfolio of evidence for NVQ in management	Prepared and gathered evidence in respect of units on budgeting and recruitment interviews	3 hours
06.01.04	Attended course run by Institute of Taxation on legal aspects of taxation practice	Of great value to see the legal issues from a non-lawyer's point of view. This will help in preparing a new approach to putting across some of these issues	4 hours
29.01.04	Delivery of course on case management at in-house accredited course	Formal presentation, leading of discussions, feedback on case studies worked through by delegates	2 hours and 15 minutes