CPD Form 2027

Personal Details

Name		Membership Number	
Job title			
Your main responsibilities			

CPD Key Reminders

- **CPD Guidance 8.2.2:** CPD covers a broad range of activities. Members should include an element of professional standards material in their annual CPD.
- **CPD Regulation 2.2:** Members are required to perform such CPD as is appropriate to their duties, including non-tax duties where relevant.
- **CPD Regulation 3.2**: Members are required to keep a record of all CPD undertaken.
- **CPD Regulation 3.3**: There is no prescribed form for keeping the CPD records. Members should be capable of demonstrating from their records that they understand and comply with the regulations[1].

[1] CIOT CPD Regulations and Guidance are found here: https://www.tax.org.uk/cpd_regs_guidance.

ATT CPD Regulations and Guidance are found here: https://www.att.org.uk/continuing-professional-development-regulations.

Planning – what do you need to do?	Action	Outcome	Time
CPD goals/learning needs/training gaps/activities	CPD undertaken	Learning outcomes and reflection	Hours
What are your learning needs/training gaps? What do you already do well and where could you improve? What learning activities will help you to meet your needs?	What is the progress of your learning? Have you completed the planned activities? This is the section where you should record your CPD activities, for example courses attended, webinars watched, specific learning or research undertaken, publications read, articles written in order to meet the CPD requirements identified.	What have you learned from each activity? How useful has the learning been? Have you achieved the goals you set yourself? How did or will this impact on your work? Any follow up needs identified?	How long did you spend on this activity?
	Activities and date completed.		
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