QUANTAS SYSTEM TRAINING AND PERSONNEL CERTIFICATION LIMITED

196 Rose Street. Edinburgh. United Kingdom. EH2 4AT
Phone: 07440461689
Quantascert.co.uk **/** info@quantascert.co.uk

Continuing Professional Development (CPD) Log

Guidance Notes for CPD Log

In addition to the guidance below, please refer to 'Renewal of Certification Criteria and Requirements' section of the 'Requirements for Certification as an QST Auditor (All Schemes)' document. Pages 21-23. We do prefer that the log is filled in digitally, however should you wish to print out, fill in and scan your log, please keep the resolution set at 'low' to limit the file size. Should you wish to submit more CPD than this document provides space for, **then please use multiple instances of this document** and label the sheet number and document appropriately.
Please do not allow the boxes to expand to another page. Keep the pages laid out as they are currently.

Column 1	**Date:** Day, month and year when CPD was undertaken
Column 2	**Duration:** Total time spent on each CPD activity. We will apply a 'weighting' (see guidance below).
Column 3	**Type of activity:** Please classify as structured, semi-structured or unstructured
Column 4	**Details of activity:** Depending on the type of activity this could involve recording title of training courses, seminars, conferences or lectures (either attended or delivered), title of books, technical journals read or articles published. Preparation time for new lectures/courses etc may be accepted, however repeat presentations will not.
Column 5	**Description of activity and how it meets CPD requirements:** Evaluation of CPD requires a degree of subjective judgement. To ensure that the value of any given activity to the individual is able to be measured, we require you to provide a case for acceptance of any activity you submit, and this must be supported by sufficient, appropriate evidence. This will involve you making and retaining records of your activities.
Column 6	**Contact details of tutor/lecturer/organiser/manager:** To enable us to perform evaluation and verification, please supply us with the contact details of someone who can independently verify your CPD activity e.g. tutor/lecturer/organiser/manager etc. **ALL CONTACT DETAILS MUST BE SUPPLIED** unless the activity performed is unstructured or you have submitted a formal certificate, or equivalent, that verifies the CPD activity.

Name & Initials (Enter below)	Certification Number (Enter below)	Sheet Number (Enter below)	Declaration: I declare that all information submitted is accurate and has been verified as required. Note: QSTPCL may vertify any information provided, and any the discovery of any falsified information will likely result in suspension from the register.
		of	Yes / No (delete as necessary)

Please fill in the CPD log below referring to the guidance on the following page **and** the guidance in the certification criteria.

DATE (DD/MM/YY)	Duration of CPD in hours	Type of Activity # Structured # Semi–structured # Unstructured	Details of Activity	Description of activity and how it meets the CPD requirements (please remember to attach copies of relevant documents)	Contact details (see previous page) of tutor / lecturer / organiser / manager
					Company Name: Contact Name: Position: Phone/Fax: Email ID: Information Verified: Yes / No
					Company Name: Contact Name: Position: Phone/Fax: Email ID: Information Verified: Yes / No