

Appendix 5

Reviewer criteria (self-assessment of your record)

This section gives you an easy-to-use version of our reviewers' criteria, which they will use to mark your CPD record when the Society calls you for review. By checking your entries yourself against this list, you can get an idea of the sorts of things our reviewers will be looking for.

FOR LEARNING THAT STARTS AT REFLECTION
I have described what I want to learn to do.
I have described why this learning is relevant to my role.
I have described why it is important for me to complete this learning and I have indicated that my learning needs have been prioritised.
I have described the different options or activities I could choose from to learn what I want to do.
I have described how appropriate I think the different options or activities are.
I have ticked/indicated which activities I selected/decided to do.
I have described what I have learnt.
I have described an example of how I have applied something that I have learnt.
I have described a recent example from my workplace of how my learning benefited my practice.
Where I haven't learnt all that I set out to learn/wanted to learn, I have described what aspect I still need to learn about.
Where I haven't learnt all that I set out to learn/wanted to learn, I have described why I think this has not been fully achieved.
Where I haven't learnt all that I set out to learn/wanted to learn, I have indicated what I am going to do next.

FOR LEARNING THAT STARTS AT PLANNING

I have described the learning activity I am planning to do.

I have described why it is important for me to complete this learning activity and have indicated the priority of my learning needs.

I have described how appropriate this activity is to me in relation to what I want to learn about.

I have described a recent example of how I have applied something that I have learnt.

I have described a recent example from my workplace of how my learning benefited my practice.

FOR LEARNING THAT STARTS AT ACTION

I have given the date I completed the learning activity.

I have described what I have learnt.

I have described a recent example from my workplace of how I have applied my learning to my practice

I have described a recent example from my workplace of how my learning benefited my practice.

FOR LEARNING THAT STARTS AT EVALUATION

I have described how my learning has been applied to the area I work within.

I have described a recent example from my workplace of how my learning benefited my practice.

WITHIN MY WHOLE RECORD

I have circled the particular way in which I have identified my learning needs:

Appraisal Yes No

Audit Yes No

Peer review Yes No

Feedback from users Yes No

I have described the learning that is important to those who use my products and/or services. Yes No