

CPD Record

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; ***Creating a CPD Record***
- 6.0 Scenarios; ***Annual Review, Developing Resources***

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	<p>This session requires colleagues to have at least one asset in their store prior to creating a CPD record which has a time recorded on it.</p> <p>Introduction to the session and logging in.</p>	<p>Active listening and colleague to log in to REfLECT through the IfL website using their IfL membership numbers.</p>
00:05	<p>Select view, my assets to show the asset store and select a CPD record. Go through the 3 sections (personal information, reviewing and the asset aggregator). Highlight the accumulated time counter in the reviewing section and show how this has been added to.</p>	<p>Active listening / participating in a discussion around the applicability of the CPD record (the use of an example here is vital as colleagues find it hard to visualise how the individual CPD activities will be wrapped together).</p>

00:10	<p>Select <i>create new, more, CPD record</i>. Demonstrate the different elements within each step.</p>	<p>Active listening / colleagues to create and complete all sections within the CPD record.</p>
00:20	<p>From the home screen, select <i>view, my assets</i> and choose an asset to send to the CPD record. From the synopsis pad on the right hand side, select <i>send to, CPD record</i>. Choose the CPD record that you want to populate and confirm. View the CPD record to show the hours have increased by the time recorded on the just added asset.</p>	<p>Colleagues to add an asset to their CPD record.</p>
00:30	<p>Feedback and end of session</p> <p>Top Tip! Step 3 on the edit pad displays how many hours of CPD activity the IfL are expecting from each member. This is based on the information that is given in the registration process. If a colleague's circumstances change, it is vital that it is changed in their own membership details.</p>	<p>Participation in a question and answer session.</p> <p>Questions that may need to be addressed are: Discuss the opportunities that are available from producing a CPD record for different audiences. Institutional and other professional bodies' requirements may have an impact. IfL timelines for submission and the required CPD hours. The importance of using the tagging system (see both the learning planner and tip sheet for tagging). The balance required for CPD activity between the 3 main tags (Institutional context, Subject specialism and Learning and teaching).</p>