

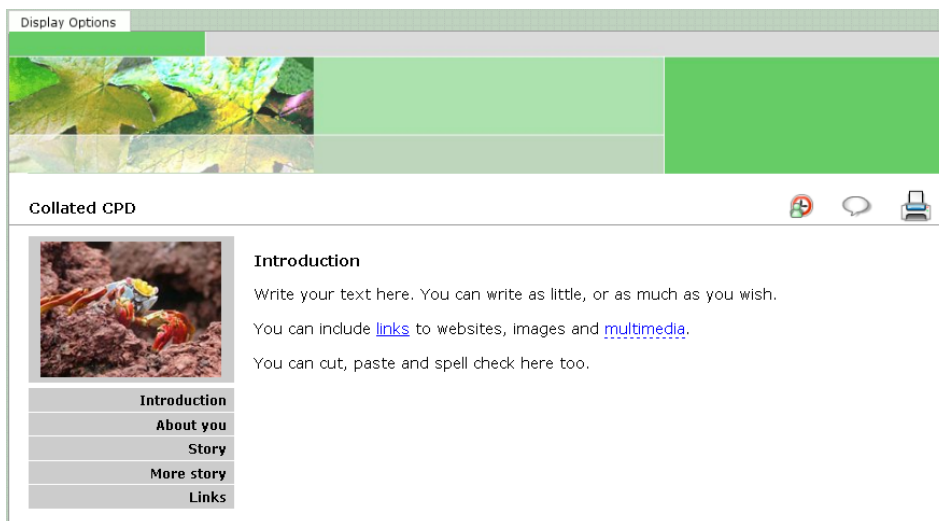
Creating a CPD record

The CPD record enables you to bring together items you would like to use to demonstrate your CPD activities over a given period. You can send any normal asset from your REfLECT asset store to your CPD record. You can create multiple CPD records for different purposes such as appraisal and of course your IfL annual CPD return.

When you create a CPD record, you can select it for submission to the IfL. The IfL CPD record will display the number of hours you are required to complete for your annual CPD cycle. As you add items to the CPD record so you can easily gauge how you are progressing.

Once you have completed the required number of hours, or CPD cycle, you can send your CPD return straight to the IfL from REfLECT.

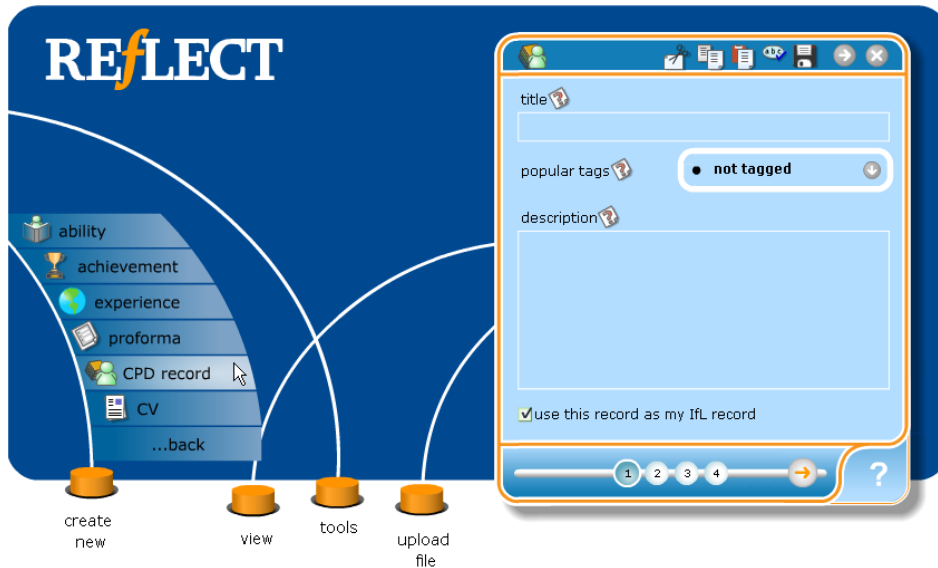
Your CPD record will look like this when it has been created, and assets have been added:



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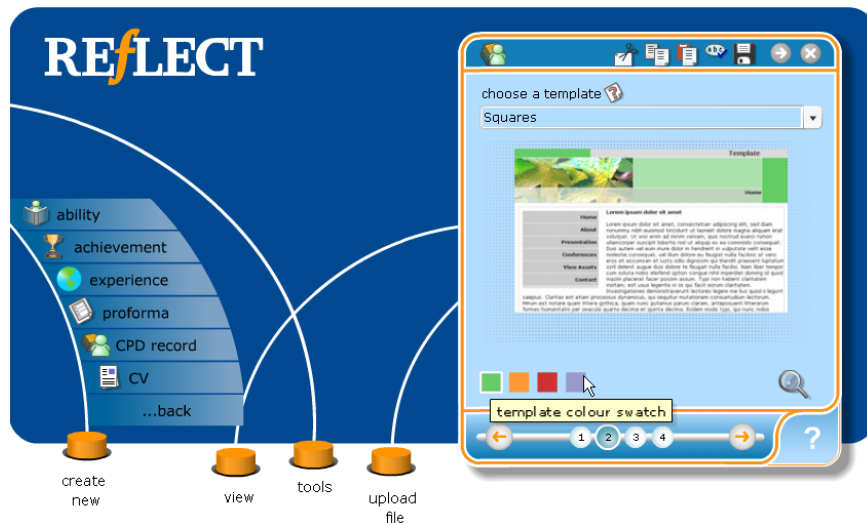
Click the **create new** button, then **more** and choose **CPD record** from the menu.



In the pad that opens there are areas to add a **title**, select a **tag**, and add a **description** for your CPD record. The drop down menu contains your most used tags. More information on tagging can be found on the tip sheet 'tagging an asset'.

Move to the next step by clicking the **number 2** button or the **next arrow** at the bottom of the pad.

In this step you can alter the appearance of the CPD record.



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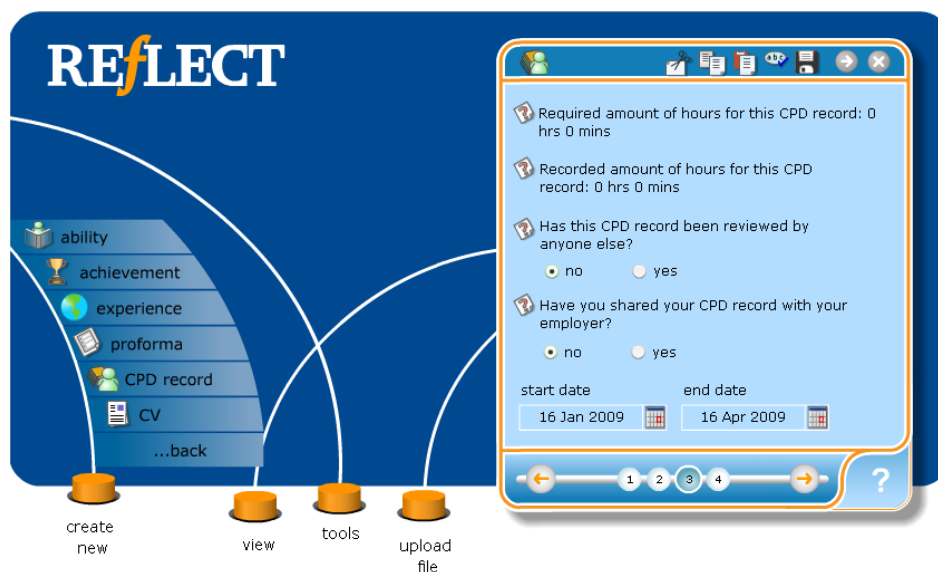
You can pick a template for your CPD record. Click on the drop down menu and select a template. Once you have chosen a template you can click the coloured boxes below the small preview area to select a different template with the same theme.

You can create a custom template by selecting the last option of the drop down menu; **create new template**, however this is not essential.

Once you are happy with the template, you can view it by clicking the **magnifying glass** on the bottom right of the pad. Please note, the template is only visible on screen and not on printouts.

Move to the next step by clicking the **number 3** button or the **next arrow** at the bottom of the pad.

On the third step a summary of the number of hours you require and have completed is displayed.



The hours completed will be the total you have logged for the assets you have linked to this CPD record, and the hours required is automatically generated by the IfL.

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These hours will be updated as you add your CPD assets to this CPD record. When your CPD records have been reviewed by your peers, you can edit this step, selecting **yes** rather than **no**. The same applies to sharing this CPD record with your employer. You can also add start and finish dates to this CPD cycle, using the **date boxes**. Move on to the next step by clicking the **number 4** button or the **next arrow** at the bottom of the pad.

The last page of the asset creation pad has a list of options;

- view
- send to a person, the web, a gateway, a blog, word or a printer
- add a review, add or edit a link or evidence
- tag the asset

More information on tagging and sharing/sending is available from companion tip sheets.

When you have finished, click on the **green tick button** to save and close your asset.