

Toolkit on the CPD Portfolio

This toolkit is intended to help you maintain your CPD Portfolio. It should be used with the *Toolkit to Develop Your Individual CPD Plan*, *Toolkit on Reflection*, and *Toolkit to Conduct an Evaluation of Your CPD*. You may keep your CPD Portfolio online, accessed through the ANZCA website <http://www.anzca.edu.au>, or as a hardcopy folder issued to you by the College.

WHY A CPD PORTFOLIO?

A CPD Portfolio is a personal record of CPD participation. It documents your CPD plan, specific activities undertaken, Reflection notes, final Evaluation, and everything else involved with your professional development.

Good documentation is part of the learning process to review and enhance the effectiveness of present and future learning. Documentation also chronicles and validates your accomplishments, the processes used, and identifies outcomes that contribute to better practice. The CPD Portfolio and your *curriculum vitae* represent your career achievements.

WHAT ARE THE CONTENTS?

Your Portfolio should contain evidence of your learning and self-reflection. The contents and entries should be clear to anyone who is not familiar with your work. Contents are structured along the following sections:

- CPD Plan
- Record of Activities
- Other Professional Activities (e.g. work for the College etc)
- Reflection
- Evaluation
- Confirmation
- Reports

HOW DO I RECORD CPD ACTIVITIES?

The headings in the section "Record of Activities" of your Portfolio make recording accredited activities self-explanatory. For certain activities, additional information is needed such as goal of activity, title of presentation, and outcomes. Reflection notes and your Evaluation can be written online or on paper, depending on your Portfolio form. Confirmation of participation (as receipts, attendance certificates etc), reports and minutes (or their summaries), are kept in their sections.

Fellows who keep their Portfolios online must keep such records as hardcopies if electronic versions are unavailable. A summary of the requirements of documentation is given in the following table.

DOCUMENTING A CPD ACTIVITY

	Cat 1		Cat 2		Cat 3		Cat 4	
	L 1	L2	L1	L2	L1	L2	L1	L2
Date of activity	•	•	•	•	•	•	•	•
Duration of activity (and Credits)	•	•	•	•	•	•	•	•
Name, nature, and/or topic of activity	•	•	•	•	•	•	•	•
Name and nature of meeting or provider	•	•					•	
Confirmation of enrolment (receipt)	•	•		•	•	•	•	
List of attendees by organizer - unaccredited activity	#	#			•	•	#	
Minutes of committee meetings							•	
Summary of report or full report if audited					•	•		
Define goals of activity and what was actually done		•			•	•		•
Name of reviewer/committee - Audit /Peer review						•		
Title of article, book, journal							•	
Proof of research involvement								•

HOW DO I WRITE REFLECTION NOTES?

The *Toolkit on Reflection* is designed to help you write your Reflection notes for reflective learning.

HOW DO I EVALUATE MY CPD PARTICIPATION?

The *Toolkit to Conduct an Evaluation of Your CPD* is designed to help you evaluate your CPD participation.

HOW MANY CREDITS CAN I CLAIM?

Time spent in recording Reflection notes on your CPD activities or practice are eligible to earn 3 credits per hour under Category 3, Level 2. In the last (third) year of your CPD Program cycle, you may claim 3 credits per hour under Category 3, Level 2, in writing your Evaluation of your CPD. Recording CPD activities by itself does not earn credits.