**Icon Accreditation**

CPD Recall Submission

The Continuing Professional Development (CPD) Recall process ensures that Icon's Accredited members are actively maintaining and developing their professional practice, thereby upholding the high standards expected across the conservation profession.

Notes:

* Please use this form to prepare your CPD Recall.
* Refer to the guidance notes when completing your documentation.
* Take time to review your prior to submitting for review.
* Save file in format of ‘CPD Recall Submission - SURNAME, FIRST NAME’
* Once ready upload it to the Icon website.
* If you have any questions, please get in touch by emailing [accreditation@icon.org.uk](mailto:accreditation@icon.org.uk).

|  |  |
| --- | --- |
| **Name** |  |
| **Specialism at Accreditation** |  |

# Section 1 | Work Context

Briefly describe the context of your practice. What do you personally do within the main areas of your own work and your responsibilities? Please fill out the boxes below, adding more as required in order to cover the last 24 months.

***Role 1***

|  |  |
| --- | --- |
| **Job Title** |  |
| **Start date** |  |
| **End date (if relevant)** |  |
| **Your role** |  |

***Role 2*** *(If required)*

|  |  |
| --- | --- |
| **Job Title** |  |
| **Start date** |  |
| **End date (if relevant)** |  |
| **Your role** |  |

***Role 3*** *(If required)*

|  |  |
| --- | --- |
| **Job Title** |  |
| **Start date** |  |
| **End date (if relevant)** |  |
| **Your role** |  |

# Section 2 | Self Appraisal

Please use this space to explain/reflect on any critical factors that have impacted in this CPD review submission. (Approximately 300 words)

|  |
| --- |
|  |

# Section 3 | CPD Activities

Using your CPD log please complete one table for each CPD goal to describe and reflect on a selection of your professional development activities over the last 12 months to 2 years. You are expected to provide details on at least 3 CPD activities, however you may include more should you wish.

***Activity 1***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps did you identify prior to the activity?** |  |
| **Did you achieve your objectives?** |  |
| **If so, what did you learn?** |  |
| **Will you / have you used this learning within and beyond the profession?** |  |

***Activity 2***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps did you identify prior to the activity?** |  |
| **Did you achieve your objectives?** |  |
| **If so, what did you learn?** |  |
| **Will you / have you used this learning within and beyond the profession?** |  |

***Activity 3***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps did you identify prior to the activity?** |  |
| **Did you achieve your objectives?** |  |
| **If so, what did you learn?** |  |
| **Will you / have you used this learning within and beyond the profession?** |  |

***Activity 4***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps did you identify prior to the activity?** |  |
| **Did you achieve your objectives?** |  |
| **If so, what did you learn?** |  |
| **Will you / have you used this learning within and beyond the profession?** |  |

***Activity 5***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps did you identify prior to the activity?** |  |
| **Did you achieve your objectives?** |  |
| **If so, what did you learn?** |  |
| **Will you / have you used this learning within and beyond the profession?** |  |

# Section 4 | Future Learning Activities

The aim of planning is to identify areas where you know or anticipate you will need to develop your knowledge, understanding or skills or gain different perspectives, (your personal goals) and to identify how you will go about this.  Please list up to three CPD activities that you plan to undertake over the next 24 months.

***Future Activity 1***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps you identified?** |  |
| **What you did / have planned to do to fill the gaps?** |  |

***Future Activity 2***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps you identified?** |  |
| **What you did / have planned to do to fill the gaps?** |  |

***Future Activity 3***

|  |  |
| --- | --- |
| **Activity title** |  |
| **Activity domain** |  |
| **Activity type** |  |
| **Date From** |  |
| **Date To** |  |
| **Brief description** |  |
| **What skills / knowledge gaps you identified?** |  |
| **What you did / have planned to do to fill the gaps?** |  |

**END OF FORM**