

The revalidation form is provided to help you reflect on the CPD activities you have undertaken in the

In this section you list your professional development activities in at least three (see page 5), or two if you are retired.

You may record activities for each category.

For each activity, you should record:

- Explain how each CPD activity has impacted on the quality of your professional practice and / or service delivery. You should aim to write between 100-250 words.
Consider the following questions as prompts:
 - how has the activity improved your work or benefitted the profession as a whole?
 - has there been any impact/ influence on how you choose learning activities in the future?
 - have you learned anything from the activity, and have you acted upon what you learned? If not, why not?

- Describe how each activity has had a positive impact on the work you carry out, and the people you work with, e.g. colleagues, customers, or students. You should aim to write between 100-250 words.
Consider the following questions as prompts:
 - Have any improvements to your work environment been brought about by the activity?
 - What positive impact has it had on customers? Customers of your work include those outside your workplace, and those in the workplace who are dependent upon the results of your work
 - How will you apply what you have gained from your CPD to help others?

- This may help you to identify themes or trends in your CPD activities, which could inform your future CPD plans. The relevant award competencies can be found on the [RSC website](#).

The for professional development activities are:

This section could include listing [training](#) or development courses you attended, such as workshops, briefings, master-classes or in-house training.

Be specific, what was the course/training about?

Have you contributed to any energy-saving or environmental initiatives within your workplace?

Have you participated in any risk assessment processes, or written any reports?

your reflection on how the CPD activities have benefitted the users of your work.

In section two please outline your . These may be activities that are scheduled, or areas where you have identified a gap in your knowledge or development. This could include a reflection on your completed revalidation form, for example,

The activities that you submit are your choice - they can be anything that you gain something from that is of use to you in your professional life. This may well not be research based - it might be to do with 'firefighting' a problem or finding a particular way of approaching a customer need. It could even be from outside your day to day work - examples include acting as a school governor, being a mentor, reading a journal article and so on. In terms of your development you could think about things you would like to be better at rather than specifically about the market.

You can also think about the process involved in an activity rather than the detail of the activity itself. So you might think about the way you approached solving a problem (e.g. thinking about occasions where you have been successful in the past, situations where you might have acted differently, brainstorming, trial and error etc.) rather than the technical nature of the problem itself. Additionally, some award holders use euphemisms, or simply do not name the product or process in their revalidation (it is acceptable to use 'commercially sensitive' instead of naming the activity, for example).

You may wish to have your line manager or supervisor check over your revalidation form before you submit it, to seek reassurance that you have not disclosed any confidential information.

Include information of four activities in any three or more of the five categories (a – e) below. Complete two categories out of five (a-e) if you are retired

You should aim to write between 100-150 words. You should aim to write between 100-150 words.

