

Portfolio / Log Book

2018-19

Mentoring, Personal

Sessions & CPD

Name

CKA membership number

BCMA membership number

**How the portfolio works**

We have designed the portfolio / log book to be an on-going record of your activities, rolling on from one year to the next to make it as flexible as possible.

**Mentoring & Personal Sessions**

Please fill in the details of your mentoring and personal sessions on the table, ideally including a signature from your mentor and / or practitioner. (If it isn’t possible to obtain a signature, a copy of an invoice or receipt is also acceptable as evidence.)

**CPD Categories & guidelines**

Full details of the CK Association guidelines for CPD are set out separately, and accompany this portfolio / log book. In brief, we ask that your activities fall within at least two of the following categories:

1. Short courses on professional issues
2. Attendance at seminars, conferences, Annual General Meetings
3. Study for further qualifications or formal training
4. Encouraging the development of others
5. Active committee work for a professional body
6. Personal / professional development
7. Journals & I.T.

**CPD Evidence**

Our aim is to make evidence gathering as easy as possible for you – it need not be onerous! Please attach your evidence, which can include:

* Any certificates awarded for workshops or trainings
* Receipts of attendance and event programmes
* Short reflective write-ups for events and seminars attended – in person or on-line; personal and mentoring sessions; reading of journals and books etc
* Workshop / talk / presentation outlines for any events run by you
* A letter from your tutor / mentor / workshop provider as proof of attendance
* Any other ways of supporting your completion of CPD

**Mentoring Sessions**

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| --- | --- | --- | --- |
| **Date** | **Group / 1-1**  **Synopsis** | **Mentor signature** | **Hours** |
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**Personal Sessions**

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| **Date** | **Type of therapy / session** | **Therapist signature (if possible)** | **Hours** |
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**CPD activities**

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| --- | --- | --- | --- | --- |
| **Date** | **Details of activity** | **Category**  **1 - 7** | **Evidence** | **Hours** |
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