

Competence and Commitment report – past examples

Section Ei - Report of recent CPD already undertaken		
Example 1	Briefly describe the methods and tools you use to record your CPD activities.	I record my formal CPD activities in my companies' online "MyTraining" web portal which tracks all of the online and face to face formal courses I carry out. I also keep a spreadsheet of the informal training activities I carry out. The online portal is updated automatically and the spreadsheet I review at least once a month to keep it up to date.
	Describe the significant CPD activities you have carried out in the last 1-2 years.	For each activity listed, describe the purpose / objective of carrying it out and the benefits you gained from it.
	<ul style="list-style-type: none"> Line manager training including "managing within the law" Personal effectiveness training "Maintenance under DSEAR (dangerous substances and explosive atmospheres regulations)" seminar Continuous Improvement GMP (good manufacturing practices) training Technical transfer Permit to work including hot works, working at height, and GMP permits GMP change control 	<ul style="list-style-type: none"> How to conduct appraisals, set objectives and SMART targets. Influencing skills, time management and task management skills. Understanding of requirements when specifying / upgrading equipment for use in classified areas. Understanding of basic CI tools such as determination of process capability. Fundamentals of regulatory requirements and operational requirements within a pharmaceutical plant including quality management systems, audits, and contamination control. Detail of management of information and process development between research & development function and manufacturing Supervision and management of contractors, key points in reviewing risk assessments How to best use the system for consideration of all quality aspects within process and equipment alterations

	<p>Informal development:</p> <ul style="list-style-type: none"> • Business awareness • Departmental exposure 	<ul style="list-style-type: none"> • My induction project with my employer gave me an overview of how a product is developed and the roles of the different departments within the company in bringing products to market, hence giving me the contacts and basic knowledge of the company systems to enable me to achieve my own objectives. • During my initial 2 years with my current employer I spent periods working within different departments of the Supply function, to gain a greater understanding of the different strands within the factory that I now regularly come into contact with through my longer term roles.
Example 2	Briefly describe the methods and tools you use to record your CPD activities.	I keep a record of my CPD activities using a word processor file, which I update on a quarterly basis. This tracks all of the activities that I carry out.
	Describe the significant CPD activities you have carried out in the last 1-2 years.	For each activity listed, describe the purpose / objective of carrying it out and the benefits you gained from it.
	<ul style="list-style-type: none"> • I attended an IChemE HAZOP Leadership and Management Course to help ensure that I am charging and managing HAZOPs appropriately. • I have recently completed a professional Health and Safety Course - NEBOSH National Diploma • Attended a 3 day in-house training on the ATEX directive for engineers • Reviewing legislation to ensure new and the most up-to-date legislations are adhered to 	<ul style="list-style-type: none"> • The course enabled me realise that I was leading appropriately and provided me with extra points on how to continue to be a good HAZOP leader. It also provided me with an insight into HAZOPs within other industry • The course provided me with a sound knowledge in specialised aspects of work and to ensure the key aspects of health and safety are fully considered in line with relevant legislation • It has given me an appreciation of the 'Ex' rating required and the level of certification required for a hazardous area • Compliance and removing prosecution risks