Recording your CPD

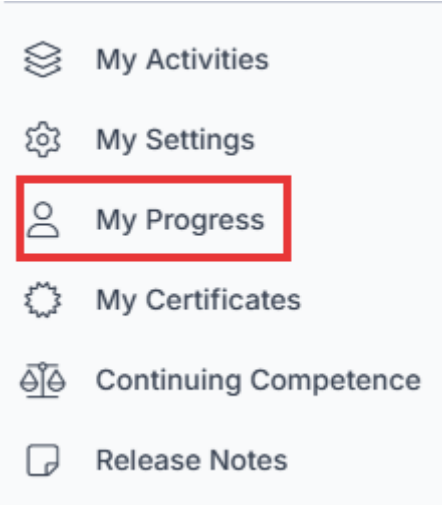
Keep a record of your continuing professional development in Astute, against your organisation's target.

In this guide

Find your CPD record
Add an entry
Add something you've completed
Change or delete an entry
Download your record
FAQ

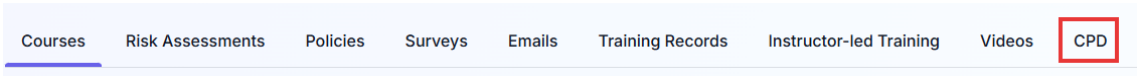
Find your CPD record

1 Click your initials at the top right, then **My Progress**



2 Click the **CPD** tab

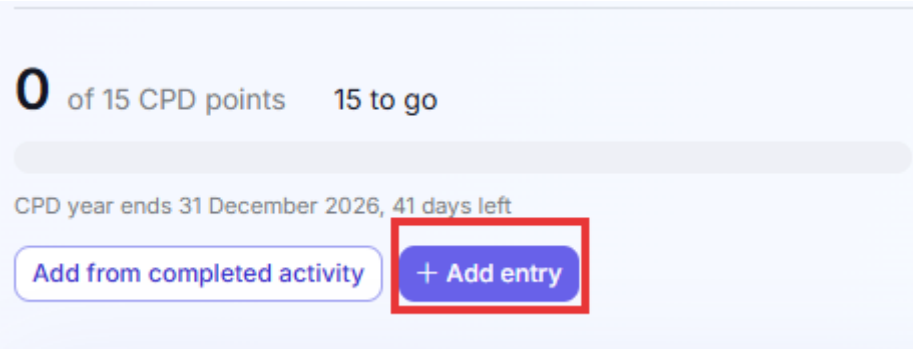
It shows how much you've logged against your target, and how long is left in the CPD year.



Add an entry

Use this for anything you've done outside Astute, such as a seminar, a conference or some reading.

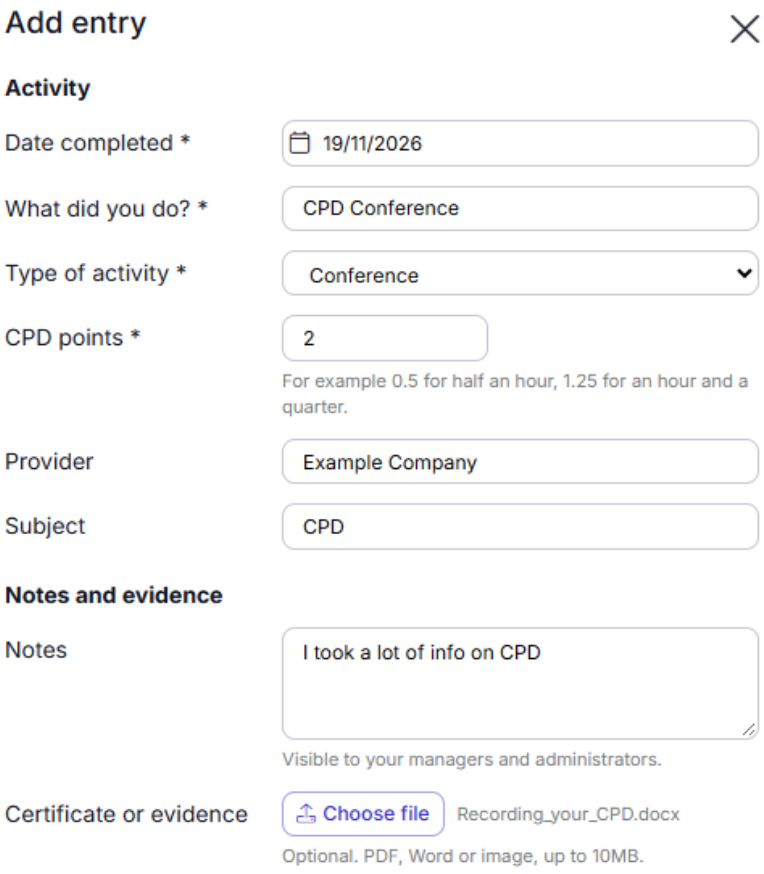
1 Click **Add entry**



2 Fill in what you did

Date completed, what you did, the type of activity and how long it took are all needed. Provider, subject and notes are up to you.

Your notes can be seen by your managers and administrators.



Optional Click **Choose file** to attach a certificate or other evidence. PDF, Word or image, up to 10MB.

3 Click **Save**



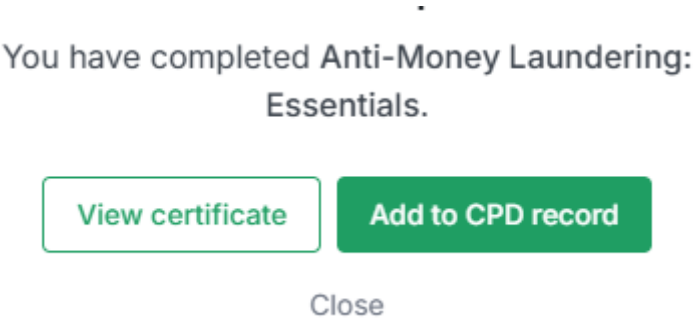
✓ **Your entry is now on your CPD record.**

Add something you've completed

Training you complete in Astute can go straight onto your CPD record.

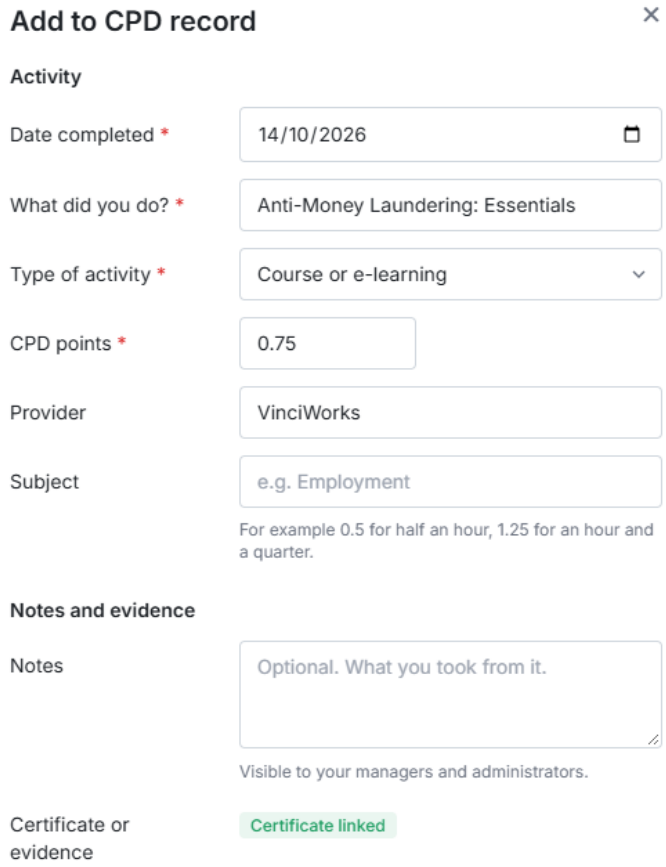
1 When you finish a course, click **Add to CPD record**

You'll see it next to View certificate once you've completed or passed the course.



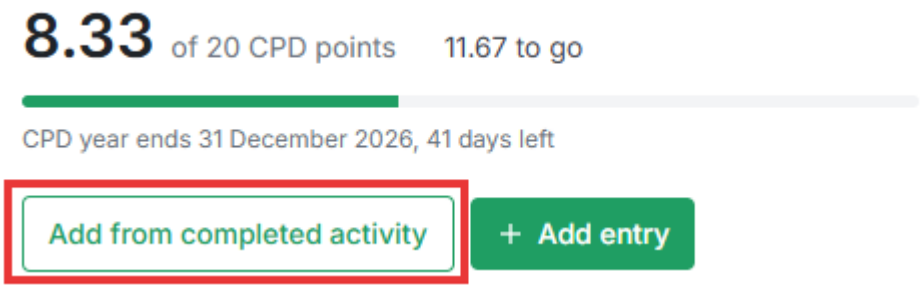
2 Check the details and click **Save**

The course name, date and type are filled in, and your certificate is attached. The time comes from the course's standard length, and you can change it if you need to.



3 For anything else, click **Add from completed activity** on your CPD tab

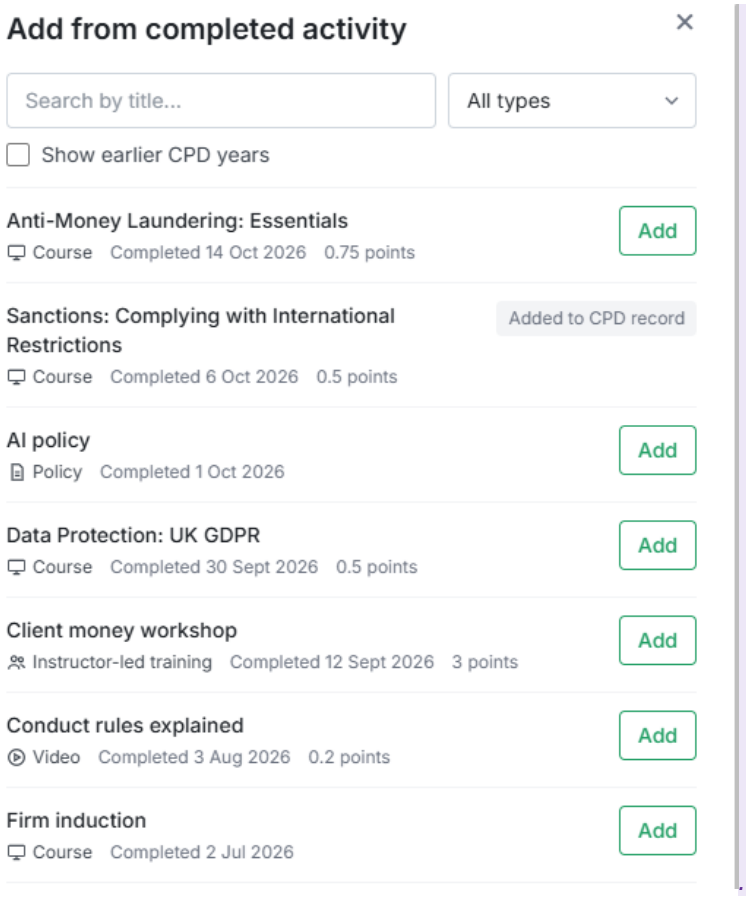
It lists the courses, instructor-led training, videos and policies you've completed in this CPD year. Search by title, filter by type, or tick Show earlier CPD years to look further back.



4 Click **Add** next to the one you want, check the details and click **Save**

Instructor-led training brings its scheduled time with it, but no certificate, so attach your own if you have one. A policy has no set time, so add how long it took.

Anything already on your record shows Added to CPD record.

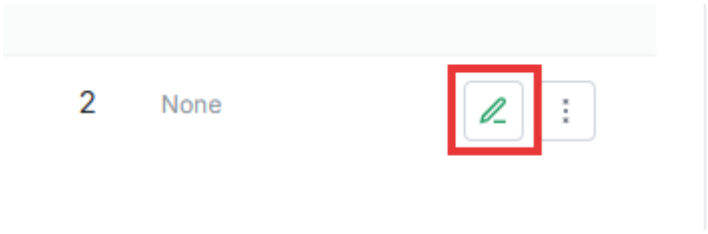


Change or delete an entry

Depending on your organisation's settings, you may be able to change or delete your own entries.

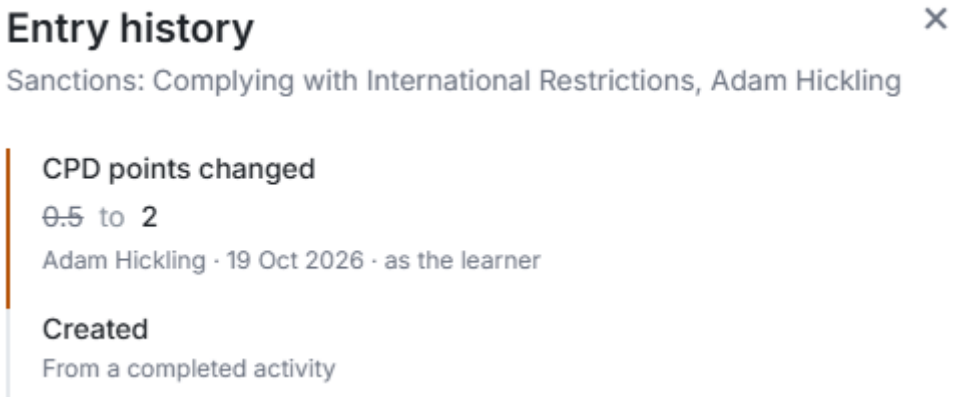
1 Click the pencil next to an entry to change it

Every change is kept, and the entry then shows Edited.

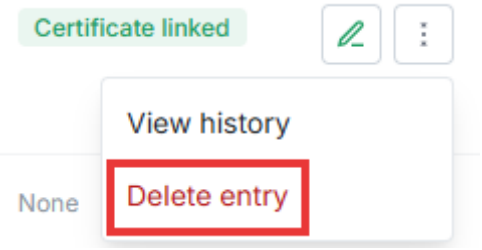


2 Click **Edited** on an entry to see its history

It shows who changed what, and when.



3 To delete an entry, click the three dots and choose **Delete entry**



Download your record

1 On your CPD tab, click **PDF** or **Excel** next to Download this record

Choose the CPD year first if you want an earlier one. A PDF is handy for an appraisal or for your professional body.



FAQ

Your record

Why can’t I see a CPD tab?
CPD may not be switched on for your organisation, or you may not be one of the people set to record it. Your administrator can tell you.

Who can see my CPD record?
You, your managers and your administrators. Other learners can’t.

Who can see my notes?
Your managers and administrators.

Why does an entry say Added by?
Someone else, such as your manager, added it for you.

Adding entries

Can I add something I haven’t done yet?
No. The date completed can’t be later than today.

How is the time worked out for a course?
From the course’s standard length, so a 30 minute course counts as 0.5 points, or 00:30 in hours. You can change it before you save.

Does instructor-led training count?
Yes, along with videos and policies. Add them from Add from completed activity on your CPD tab.

Professional bodies

Does Astute check my CPD against my professional body’s rules?
No. Your CPD record shows what you’ve done against your organisation’s target. It’s still up to you to make sure you meet any requirements your professional body sets.

Need a hand?
Speak to your Astute administrator.