

How to reflect well when recording your CPD

Here are some useful prompts you can use when you are recording your CPD. We've listed them by Profession Map level. If you're a CIPD member the level you reflect at should match your membership grade. Not a member and unsure what level you're at? We can help you [find your level with the Profession Map](#).

Question	Foundation Level	Associate Level	Chartered Member Level	Chartered Fellow Level
1. What was the learning experience, and why was it important to you?	- What was the method of your learning? - What was the learning experience about - what topics or subjects did it cover? - Why was this area relevant or important to you ?	- What was the method of your learning? - What was the learning experience about - what topics or subjects did it cover? - Why was this area relevant or important to you ?	- What was the method of your learning? - What was the learning experience about - what topics or subjects did it cover? - Why was this area relevant or important to you ?	- What was the method of your learning? - What was the learning experience about - what topics or subjects did it cover? - Why was this area relevant or important to you ?
2. How has your understanding changed as a result of this experience?	Your record should show how your understanding has changed and consider more than one perspective. For example, you could consider: - The knowledge, skills or behaviours you learned. - The way you like to learn. - Your relationships with others. - The way you work. - Your thoughts, feelings or assumptions.	Your record should show how your understanding has changed and consider more than one perspective. For example, you could consider: - The knowledge, skills or behaviours you learned. - Your relationships with others. - The way you work. - The way you like to learn. - Your thinking process. - Your thoughts, feelings or assumptions.	Your record should show how your understanding has changed and consider more than one perspective, and the context of your work. For example, you could consider: - The knowledge, skills or behaviours you learned. - Your capability, performance or behaviour. - The way you manage others or deliver your work. - Your impact and influence on your stakeholders or your team. - How you develop your thinking. - Your thoughts, feelings or assumptions.	Your record should show how your understanding has changed and should consider more than one perspective, and the context of your work. For example, you could consider: - The knowledge, skills or behaviours you learned. - Your capability, performance or behaviour. - Your leadership approach. - Your impact and influence on the organisation, or on your senior peers and colleagues. - How you develop thinking and capability in the organisation. - Your thoughts, feelings or assumptions.

Question	Foundation Level	Associate Level	Chartered Member Level	Chartered Fellow Level
3. What have you done differently, or what will you do differently, in your work?	Your record should have some specific detail, so consider what you'll do differently from more than one angle. Make sure the context of what you'll do differently is at Foundation Member level (day-to-day, task focused work). For example: - The day-to-day delivery of your work. - Supporting projects with your team. - Working with other people such as your colleagues or customers. - Gathering information and data, and producing reports.	Your record should have some specific detail, so consider what you'll do differently from more than one angle. Make sure the context of what you'll do differently is at Associate Member level (operational work which has some complexity). For example: - Working with and influencing your key stakeholders. - Applying people expertise to business problems, or influencing the way things are done. - Using evidence and information to inform decisions. - Increasing your understanding of your organisation.	Your record should have some specific detail, so consider what you'll do differently from more than one angle. Make sure the context of what you'll do differently is at Chartered Member level (complex operational work, and thinking strategically). For example: - Leading the thinking in your area of work, or influencing strategy. - Driving change in your organisation. - Influencing and collaborating with a wide range of stakeholders across the organisation - Critically evaluating, questioning and using information and evidence to make decisions.	Your record should have some specific detail, so consider what you'll do differently from more than one angle. Make sure the context of what you'll do differently is at Chartered Fellow level (working strategically). For example: - Leading the thinking on people strategy and practice across your specialism or the organisation. - Transforming organisations' thinking about their people and business strategy. - Developing evidence-based approaches and drive complex people programmes. - Influencing and challenging the thinking of senior teams.
4. What difference has this learning made, or what difference do you expect it to make, beyond your own development?	Your records should have some detail, and contain a named example of impact, not a vague claim of wider benefit, so describe what else you will do to increase the impact of the learning. This wider impact should also reflect the Foundation Member level. Eg, sharing with your manager, suggesting improvements to people practices.	Your records should have some detail, and contain a named example of impact, not a vague claim of wider benefit, so describe what else you will do to increase the impact of the learning. This wider impact should also reflect the Associate Member level. Eg, sharing with colleagues, inputting into people practices, making changes to processes.	Your records should have a depth of thinking, and contain a named example of impact, not a vague claim of wider benefit, so describe the detail of what else you will do to increase the impact of the learning. This wider impact should also reflect the Chartered Member level. Eg, integrating new practices across the organisation, informing complex decision-making; building stakeholder relationships.	Your records should have a depth of thinking, and contain a named example of impact, not a vague claim of wider benefit, so describe the detail of what else you will do to increase the impact of the learning. This wider impact should also reflect the Chartered Fellow level. Eg, sharing with leadership teams; changing practices across the organisation; working with a range of people externally; people strategy.