

Continuing professional Development (CPD) Your Record Log

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| Name | REC individual Membership Number |
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| Activity | Provider | Date | Category | Hours Claimed |
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You can claim CPD hours on all of the activities outlined below

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| Short Courses | Qualification Studies | REC News Articles |
| In Company Training | Imparting Knowledge | Recruitment Matters Articles |
| Conference & Meetings | Events/Seminars & workshops | Committee Work |

Courses will be allocated as indicated

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|----------------------|-------------------|
| Half day = 3.5 Hours | 3 Days = 20 Hours |
| 1 day = 7 hours | |
| 2 Days = 14 hours | |

Remember that you are required to take a minimum of 20 hours of knowledge and skills gaining activities per membership year. As you should collect documentary evidence to support it, for example, attendance certificates, letters, downloadable articles from Recruitment Matters or REC news. A random sample of participating members will be selected to submit their CPD record logs and documentary evidence when renewing their annual membership as part of an auditing process. Please do note that hours can be gained from any activity that will maintain, improve or broaden their knowledge and skills, this does not necessarily have to be an REC course, qualification or event.