

Your Woodworking CPD Log Sheet

Name: Job Title:
Email address: Contact number:
Joinery Company I work for:
Is the company a BWF member? Yes No Company membership number:
Manager's name: Manager's job title:
Manager's email address: Manager's contact number:

We keep a record of your manager's details in case we need to check anything on your log sheet, however, we will inform you before we approach your manager directly. If you're at the top of your organisation, this should ideally be another director.

Testimonials & Reflecting on your CPD Activity

Private Study & Personal Up-skilling Testimonial

If you logged any CPD hours under category 4, please explain what you learnt and how you have applied your learning to the workplace:

Joinery Industry Development Testimonial

If you logged and CPD hours under category 5 which was outside of the BWF, please explain what you contributed to and how it benefits the industry:

Reflecting

What was the most important area of development that you addressed in 2012-13 and why?

Which areas of development do you plan to address in the next CPD year (2013-14)?

Your Declaration

By submitting the above CPD log sheet I confirm that this is a true record of my Continuing Professional Development for the CPD year Aug 2012 – Jul 2013. I understand that if I am chosen to be audited I will need to provide evidence of my activity, which will need to be submitted within three weeks of the request for evidence being made. I understand that my failure to provide the necessary evidence could result in not achieving CPD accreditation for this year, will affect my progress in achieving special recognition grades, and that the deliberate falsification of activity could result in being banned from future participation in the CPD programme. Along with this log sheet, I enclose payment, or have arranged for payment to be made, of £10+VAT (for BWF/WITForum Members) or £50+VAT (non-members) and am aware that I will not be issued with a certificate unless the fee has been received. I also understand that this fee is non-refundable, even if after audit I do not achieve CPD accreditation. I also agree to the terms & conditions of the programme as outlined at www.bwf.org.uk/CPD.

Signed: Print Name: Date:

Manager's Declaration

I, the manager of the person to whom this CPD log sheet refers (or another director), confirm that this is a true record of the individual's Continuing Professional Development for the CPD year Aug 2012 – Jul 2013. I understand that in the event of an audit, I may be required to submit evidence on behalf of the individual. I understand that declaring deliberately falsified CPD activity for this individual could result in the individual being banned from the CPD programme and, as well as my own participation, either as the CPD candidate or being able to act as a manager declarant. I also agree to the terms & conditions of the programme as outlined at www.bwf.org.uk/CPD.

Signed: Print Name: Date: