Your Woodworking CPD Log Sheet August 2012 - July 2013

The BWF CPD Programme has been structured for you to work towards your annual requirement of 30 hours as flexibly as possible. There are six categories which you can log hours against, and much of this you will probably already be doing, making reaching your target easier that you might think. Please refer to the Categories section for more details of what qualifies, and if you're not sure, please contact us at www.bwf.org.uk/CPD

Evidence provided if I am audited	Certificate of attendance	A letter from a director confirming the work undertaken and the number of hours involved	A testimonial below of how I have/will apply this knowledge	Not required	A copy of the name badge for the event							
Hours	ro	13	2	4	9							TOTAL:
BWF CPD category number	2	m	4	ιΩ	9							
Date of completion	Example: 01/08/12	Example: 31/08/12	Example: 01/11/12	Example: 10/10/12	Example: 26/09/12							
What have you done to address this development, and who provided it (if appropriate)?	Example: Woodworking machine refresher training, delivered by BWF/Didac Ltd	Example: Developing a 5-year business plan for my company, done in-house.	Example: reading articles on CE Marking, U-Values and the EU timber regulations in the BWF newsletter (Join In)	Example: Attended a BWF windows technical meeting	Example: Attending TimberExpo exhibition and sitting in on 3 workshops on timber species, procurement and joinery regulation							
In what area are you developing?	Example: Machine competence	Example: Business Management Skills	Example: joinery regulation knowledge	Example: Joinery industry development	Example: updating timber knowledge							

Your Woodworking CPD Log Sheet Name: Job Title: Email address: Contact number: Joinery Company I work for: Is the company a BWF member? 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: