



Using REfLECT to record and declare CPD...

As with any other professional body members need to record and declare their continuing professional development (CPD).

CPD is anything that contributes to your learning and development and can be as diverse as a conversation with a colleague, to reading a magazine, watching a TV programme or taking a recognised course or qualification. CPD must have three elements of reflection:

- The learning you've gained
- The way it has changed your practice
- The impact on the learners' experience

is easy

REfLECT allows you to:

- Keep all your thoughts and learning in one place so there is no danger of losing it if you move employer
- Use it alongside other ways of recording your CPD as you can upload files you have created elsewhere. REfLECT also links to Moodle.
- Record your thoughts from anywhere (you can access it from a mobile). You can capture thoughts as you're inspired and review them later

and beneficial

Professionals in any field are always looking to develop their skills. REfLECT is a tool to help you do just that.

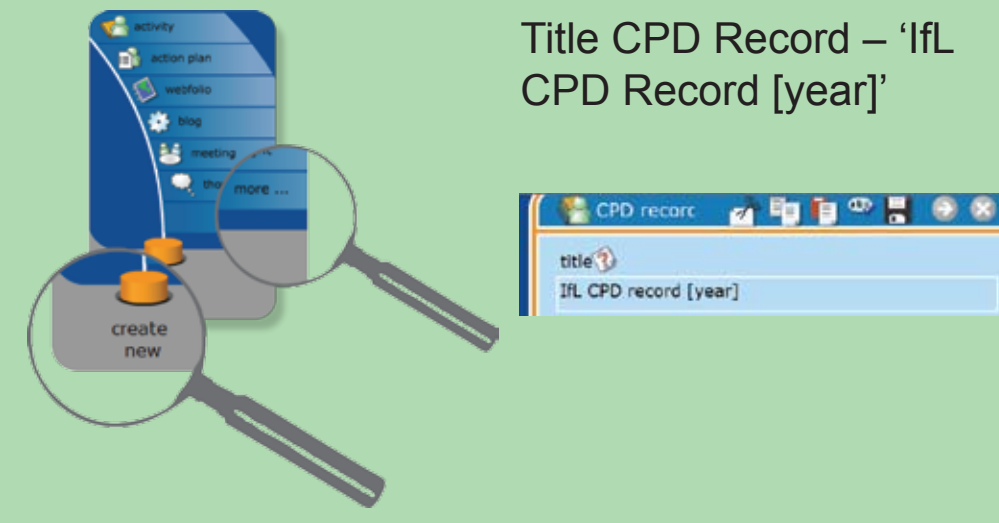
- Record your thoughts and learning. All your assets remain confidential unless you choose to share them. You can go back and add information later as you reflect more and see the impact of what you've learnt.
- Reflect on your ideas and learning. The assets ask you questions to help you structure your thinking. This helps the reflective thinking process and ensures you get the most from your professional development.
- Upload files to store as assets as part of your CPD portfolio – audio, video, documents, spreadsheets – anything that reflects your development
- Save time by quickly printing out your CPD to share at appraisals or when applying for new jobs
- Share assets with colleagues or employers to get feedback or recognition for what you have accomplished

Plan, do, review your progress

Step 1: Create CPD Record

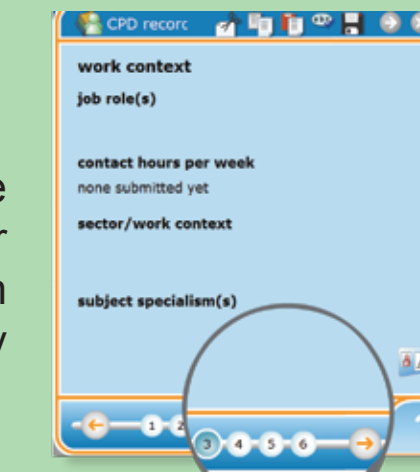
Your CPD Record will hold your portfolio of assets for the year.

Click on:
- 'create new'
- 'more'
- 'CPD Record'

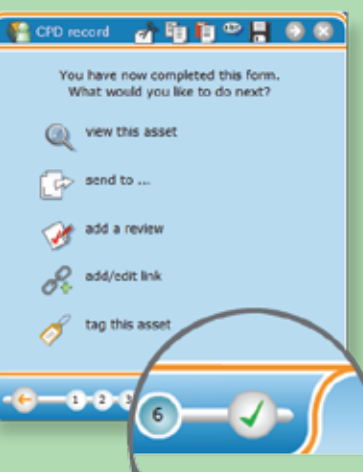


Title CPD Record – 'IfL CPD Record [year]'

Move through the steps to confirm your details, updating them as necessary



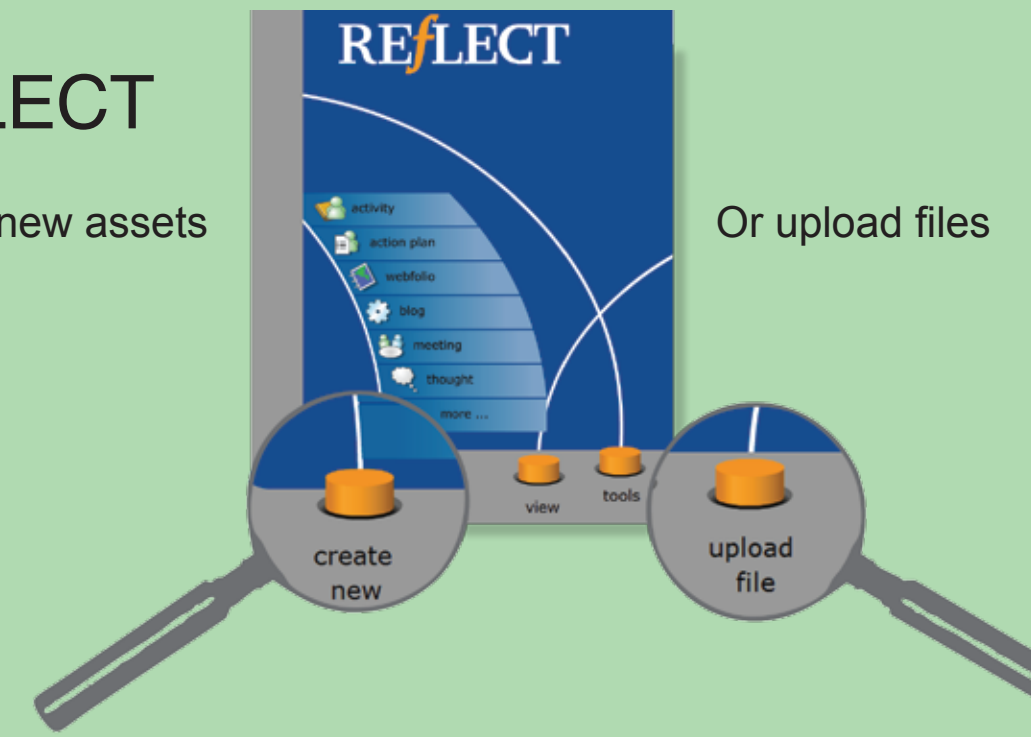
Close the CPD Record – you are now ready to add assets and build your CPD portfolio



Step 2: Add Assets to REfLECT

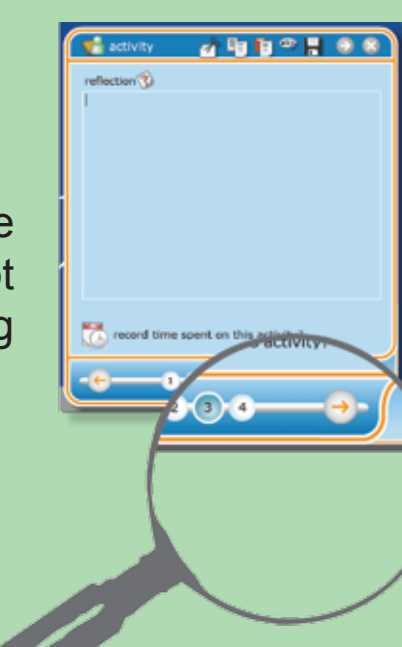
Now you can start building your CPD portfolio by creating or uploading assets to REfLECT and storing them. You can go back to your assets at any time and add more information to them.

Create new assets



Or upload files

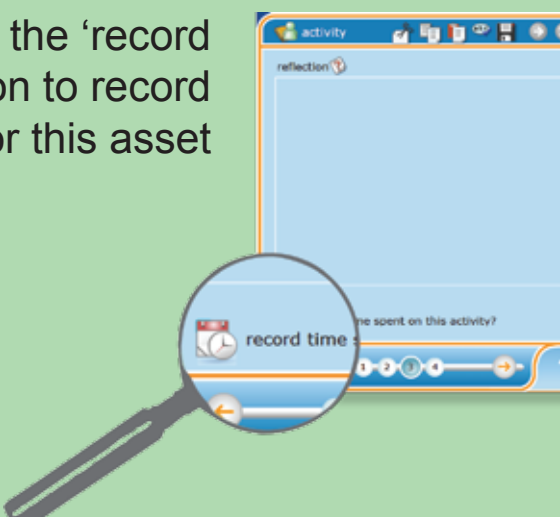
Work through the steps to help prompt your reflective thinking



Tag the asset depending on the type of CPD



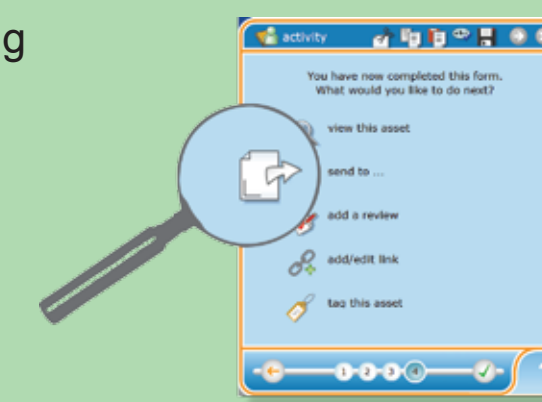
Click on the 'record time' button to record your hours for this asset



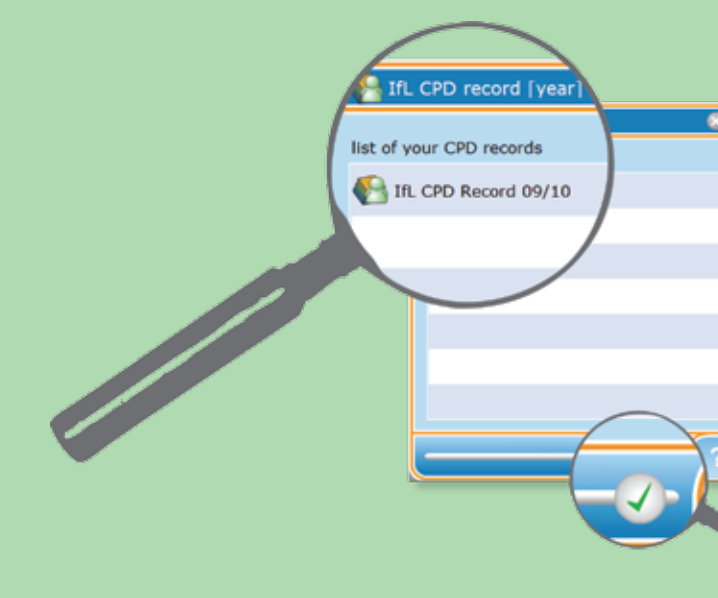
Step 3: Send Assets to your CPD Record

You can return to your assets at any time and add them to your CPD Record.

In the final step of creating your asset click on:
- 'send to'
- 'CPD Record'
- 'IfL CPD Record [year]'



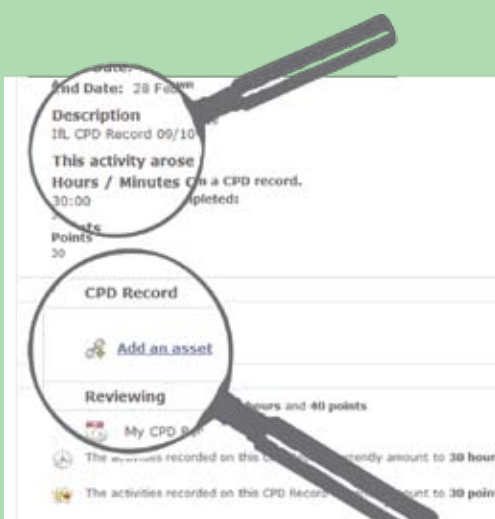
You can also add assets from within your CPD Record.



Click on the green tick

You can view your CPD Record at any time and see how many hours you have completed and the balance across different types of CPD

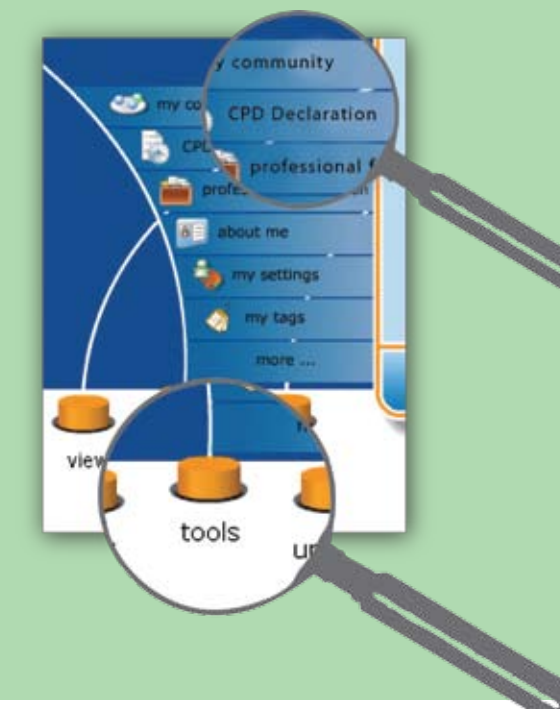
When viewing your CPD Record you can add assets you've missed by clicking on the link



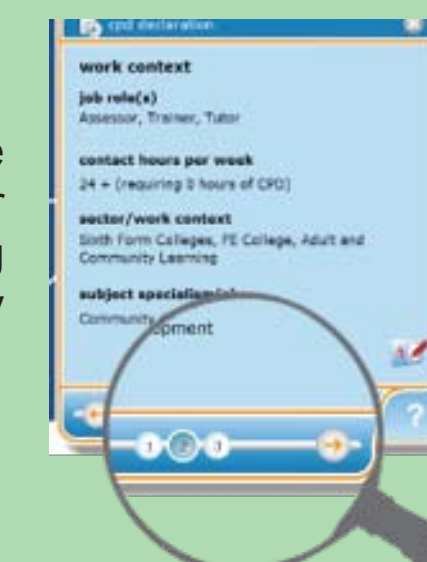
Step 4: Declare your CPD

Now you have completed your portfolio you're ready to declare your CPD for the year! When you declare your CPD to IfL you are declaring only the hours and type of CPD completed – not the content of your portfolio.

Click on 'tools', 'CPD Declaration'

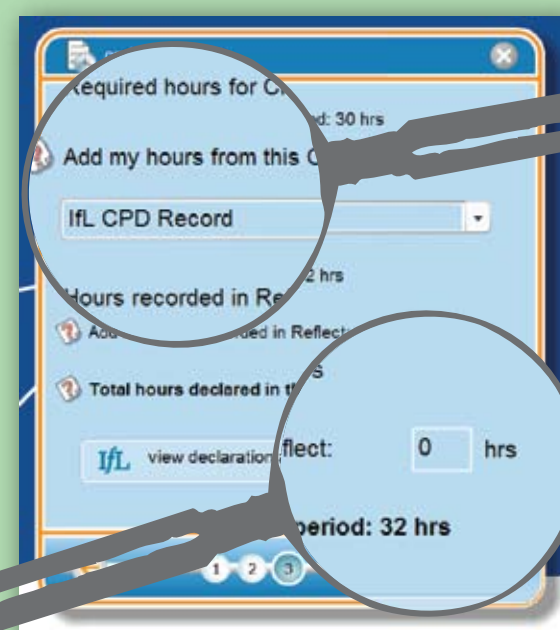


Move through the steps to confirm your details, updating them if necessary



Select which CPD Record you want to declare your hours from then click on 'view declaration and send to IfL'

You can also add additional CPD hours that have not been recorded



for reflective thinking...

Breadth

Have you reflected on the whole story of your development this year? Use our broad definition of CPD and go beyond logging the formal courses, workshops and study...

Depth

Have you reflected on the difference your development activities have made on the way you teach or train? Showing as much evidence as you can of the impact you have achieved gives weight to your individual record...

Balance

Have you reflected on how you keep up to date in both your subject specialism and your teaching and training? The balance of activity in each area allows you to show your dual professionalism...

Sharing

Have you reflected on how you share the outcomes of your development work? Passing it on means someone else will benefit from what you have done...

For more Information :

You need to declare your CPD by August every year.

For help please visit the website www.ifl.ac.uk/reflect

Or call the membership team on **0844 815 3202**

Click on the help function for further guidance on how to use REfLECT

