



THE ASSOCIATION FOR
SOFT TISSUE THERAPISTS

CPD Audit Portfolio

We thank you in advance for filling out this CPD log and submitting it for audit as requested. It has two parts to it - part one is a simple activity log and part two is for Reflective Practice. You must complete the whole document for the audit process. Please contact us on cpd@thesma.org if you have any questions.

Activity Log

Use these sheets to log all the CPD you've completed throughout the year and then enter the total number of hours in the relevant box. Examples of activities you can count are as follows:

CPD courses - attended in-person or online
Case study writing
Coaching or mentoring - whether you are coach or being coached
Conference attendance - in-person or online
Formal/informal discussions with colleagues
Event work (unpaid) - at elite or amateur level
First Aid course
In-Service training
Marketing work
Professional Association work
Reading/reviewing
Reflective practice
Seminar/webinar attendance
The SMA Study Morning!
Social media discussion/learning
University modules
Updating knowledge through internet/television/other media
Writing a paper/article

This list is not exhaustive! If you can justify why and how a particular activity will benefit your practice as a Soft Tissue Therapist then we will give it due consideration.



THE ASSOCIATION FOR
SOFT TISSUE THERAPISTS

Reflective Practice

Reflective Practice is a vital part of CPD. In this section we would like you to complete an annual summary of your learning and 5 detailed reflections on activities you have completed during this audit period.

Annual Review

Reflective Practice is an important part of your Continuing Professional Development because it helps to point you towards where you want your learning to go next. In this section, we would like you to reflect on where your learning has taken you this year and where you think it will go next.

We have used the ERA Cycle (Jasper, 2013) to inform your reflection on what your learning has given you this year.

Experience

Describe what has happened during this year of learning that has given you pause for thought

Reflection

Describe your thoughts on the year - what would you change? What would you do differently given the chance?

Action

Using this year's learning as a guide, what is your CPD plan for the next 12 months going to look like?

Activity Reflection

Title of Activity

Date(s)

Number of Hours/Points

Website Address for Activity

Please enter a web link here (where possible) so we can highlight this activity to other members if appropriate

What did you learn?

Please give an indication here of the nature of the activity - what you did, how it was taught, what you took from it, how it relates to your work as a Soft Tissue Therapist, etc

What do you think you'll do next?

Please use this box to reflect on how this was useful for your professional Development and how it might inform the next stage of your learning

Activity Reflection

Title of Activity

Date(s)

Number of Hours/Points

Website Address for Activity

Please enter a web link here (where possible) so we can highlight this activity to other members if appropriate

What did you learn?

Please give an indication here of the nature of the activity - what you did, how it was taught, what you took from it, how it relates to your work as a Soft Tissue Therapist, etc

What do you think you'll do next?

Please use this box to reflect on how this was useful for your professional Development and how it might inform the next stage of your learning

Activity Reflection

Title of Activity

Date(s)

Number of Hours/Points

Website Address for Activity

Please enter a web link here (where possible) so we can highlight this activity to other members if appropriate

What did you learn?

Please give an indication here of the nature of the activity - what you did, how it was taught, what you took from it, how it relates to your work as a Soft Tissue Therapist, etc

What do you think you'll do next?

Please use this box to reflect on how this was useful for your professional Development and how it might inform the next stage of your learning

Activity Reflection

Title of Activity

Date(s)

Number of Hours/Points

Website Address for Activity

Please enter a web link here (where possible) so we can highlight this activity to other members if appropriate

What did you learn?

Please give an indication here of the nature of the activity - what you did, how it was taught, what you took from it, how it relates to your work as a Soft Tissue Therapist, etc

What do you think you'll do next?

Please use this box to reflect on how this was useful for your professional Development and how it might inform the next stage of your learning

Activity Reflection

Title of Activity

Date(s)

Number of Hours/Points

Website Address for Activity

Please enter a web link here (where possible) so we can highlight this activity to other members if appropriate

What did you learn?

Please give an indication here of the nature of the activity - what you did, how it was taught, what you took from it, how it relates to your work as a Soft Tissue Therapist, etc

What do you think you'll do next?

Please use this box to reflect on how this was useful for your professional Development and how it might inform the next stage of your learning



THE ASSOCIATION FOR
SOFT TISSUE THERAPISTS

Audit Review

This page will be completed by the SMA CPD Auditor once the document has been submitted for review

SMA Audit Feedback

Member Name

SMA ID

Total Hours Submitted for Period

Please enter the total hours for the review period here - this is not automatically calculated

CPD Review Date

Reviewer Comments

Including any actions needing to be taken by member