

MUSEUMS  
ASSOCIATION

# Your AMA CPD Log

This presentation has been developed to provide you with accessible information on how to use your AMA CPD Log to support your AMA journey.

If you have any other questions please email us – [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org)

# Your CPD Log

The CPD Log **is the most** important document during your AMA journey.

Your Knowledge Journal (KJ) and other thinking identifies where you want to go and what you need to develop.

Your CPD Plan pulls this reflection together and creates a plan of action for professional development.

It is your CPD Log that supports your learning by creating a framework for recording and reflecting on that learning,

# Your CPD Log

To achieve your AMA you need to have undertaken and documented 35 hours per year of CPD.

What makes CPD CPD rather than just professional development are the concepts of recording and reflection.

Reflection is the art of looking back and identifying what went well, what could be improved and/ or how something can be implemented within your own context.

Your CPD Log has a column for reflection.

# Your CPD Log

At the end of your AMA you will need to prepare for your Professional Review.

Your CPD Log essentially acts as a source document – whereby the information held within it can be fed into updating your Knowledge Journal, completing your Final Summary and/or developing your Future CPD Plan.

It can also help you prepare for any applications along the way by creating a crib sheet of experience that can help you complete the application form or prepare for interview.

# Your CPD Log

We have created two documents to help you. One in WORD and one in Excel. There are some standard column headings:

- **Date** – the date the development activity was undertaken.
- **Hours** – captures the number of hours associated with the development activity.
- **Activity** – a brief description of the activity.
- **Reflection** – captures the ‘take home’ learning from the development activity – what have you learnt, how could you apply it.

# Your CPD Log

Following consultation with existing AMAers we have added the following headings to the Excel version.

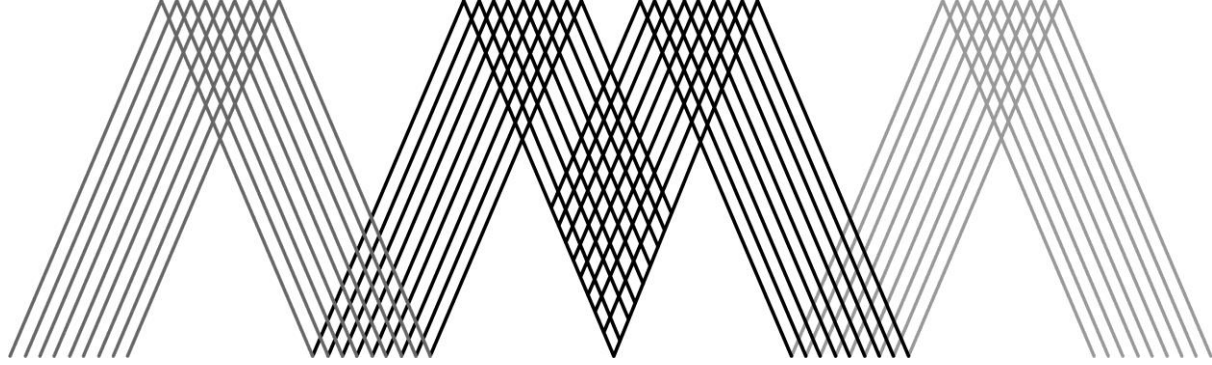
- **Knowledge Journal criteria** – highlighting which KJ criterion the activity relates.
- **AMA criteria** – highlighting which AMA criterion the activity relates.
- **Principles of Code of Ethics** – highlighting which CoE principle the activity relates.
- **Principles of Museums Change Live** – highlighting which MCL tenet the activity relates.

# Your CPD Log

By using Excel you are more able to search and collate different activities.

Some people even choice to include a heading **Activity Type** – where they highlight whether it was reading, online, training, a conference, shadowing etc.

We don't mind the level of detail you choose to adopt as long as the minimum the standard headings are used.



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