

# Template CPD Report<sup>3</sup>

Please return this form to:  
Technical & Registration Officer  
IFST, 5 Cambridge Court  
210 Shepherds Bush Road  
London W6 7NJ  
Tel: +44 (0)20 7603 6316  
Email: [so@ifst.org](mailto:so@ifst.org)

Name		<b>Mr Retired</b>
Organisation and field of business		
Organisation address		
Job title and/or core responsibility		
Retired from paid employment?	Yes	

No.	Date	CPD activity	Brief description of activity or course, including provider, if applicable	Value obtained, skills learnt, learning outcomes, how CPD has benefited the quality of my practice and users of my work	Hours spent(1)	Verification (e.g. certificate, line manager, self certification)	Category of Learning Activity <sup>2</sup>
Example	20. 3. 2012	Refereeing papers	Editorial Board of IJFST (9 papers), Reviewer for Food and Bioprocess Technology (11 papers)	Expanding own knowledge in wider areas of food science and technology, improving editing skills, helping non-native writers of English to improve their work even if eventually rejected for publication, helping to improve quality of published work	10	Self certification (list of papers available)	Professional activity
1	27.3. 2012	Mock interviewing	Providing mock interviews with Year 11 students at local comprehensive	Helping students to gain confidence, providing constructive feedback, suggesting ideas for future careers/training, etc.	5	Self-certificated	Other
2	1.4.2012	Committee work	Member of BSI Technical Committee AW/90 Food Quality Systems	Providing input to ISO TC34/SC17 committee on food safety management systems, meeting others with interests in this area, helping to improve food safety for consumers	5	BSI Consumer and Public Interest Unit	Professional activity
3	15.5. 2012	Committee work	Chairman of BSI Technical Committee AW/12 Sensory Analysis	Providing input to ISO TC34/SC12 committee on sensory analysis, meeting others with interests in this area, helping to improve food quality for consumers	2	BSI Consumer and Public Interest Unit	Professional activity
4	4.6.2012 and 22.7.2012	Committee work–meeting in Toulouse	Member of ISO TC34/SC12 Sensory Analysis	Developing standards for Sensory Analysis, meeting others with interests in this area.	10	BSI Consumer and Public Interest Unit	Professional activity
5	5.10.2012	Committee work	Member of BSI Technical Committee AW/415 Traceability and Sustainability of Cocoa	Providing input to CEN TC/415 committee on Traceability and Sustainability of Cocoa, meeting others with interests in this area, helping to improve confidence for consumers	3	BSI Consumer and Public Interest Unit	Professional activity

## Template CPD Report<sup>3</sup>

				for the CSR of these products			
<b>6</b>	2012-2013	Finance	Treasurer and member of a Club	Monitoring income and spending for fund-raising events leading to donations to local schools, people, hospitals, national and international charities	20	Self-certificated	Other
<b>7</b>	10.1.2013 11.1.2013 12.1.2013	Updating in FST	Receiving Table of Contents for about 20 FST journals	Scanning journal articles and noting locations of sources of interest for future	10	Self-certificated	Self-directed learning
					65		

- Notes:
1. A total of no less than 35 hours required for CSci and RPFAM, RSci, RSciTech on a balanced portfolio of learning activities.
  2. Learning activities should include activities in at least 3 of the 5 categories listed online.
  3. An example of a completed CPD record sheet can be found online.