**Evaluation Document: Unplanned activities**

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| Name: | Licence Number: |

In addition to your planned activities, you may also undertake activities in the course of your work which are not planned but have had a positive impact on your work. These activities may arise from something that has gone wrong (e.g. a critical incident which arose in a matter you were handling), from peer reviews, from conversations with colleagues or from feedback received from clients/service users.

When including unplanned learning as part of your annual CPD obligations you should record the following information:

1. **What happened?**
2. **What did you do and what did you learn?**
3. **How will this learning benefit your work or your practice?**

1. **If you have already used this learning, provide an example of how you done this?**
2. **If you have not already used this learning, how do you intend to?**

I declare the information provided in this CPD record is true and accurate.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_