

Continuing Professional Development Training Record

Name:		Adviser Number:	
Organisation:		Organisation Number:	
Address:		CPD Year:	
		CPD Hours Required:	

Date	CPD Activity	Provider Information	Notes	Course Code	Accredited Hours

Accompanying Notes

- For full details on the OISC CPD scheme, please see the guidance notes on the OISC website
- CPD year runs from 1 April – 31 March
- Required hours are as follows:-

Level 1	8 Hours	6 core knowledge	2 non-core knowledge
Level 2	12 Hours	9 core knowledge	3 non-core knowledge
Level 3	16 Hours	12 core knowledge	4 non-core knowledge

Example of Training Record

Date	CPD Activity	Provider Information (including venue address)	Notes (subject matter)	Course Code	Accredited Hours
18.10.09	Family Migration Course	OISC, 53 Tooley Street, London, SE1 2QN	Covers background to immigration rules, and who can make an application for settlement.	N/A	4 hours
20.11.09	OISC Annual Conference	OISC, 53 Tooley Street, London, SE1 2QN	Update on Points Based System and the new BIA	N/A	4 hours
03.04.09 – 04.04.09	Microsoft Excel Training	Computer Training, London, N1	Basic training on Excel to produce business accounts	12345	8 hours