Creative Kinesiology Association

Portfolio / Log Book

Mentoring, Personal Sessions & CPD

Name

CKA membership number

BCMA membership number

How the portfolio works

We have designed the portfolio / log book to be an on-going record of your activities, rolling on from one year to the next to make it as flexible as possible.

Mentoring & Personal Sessions

Please fill in the details of your mentoring and personal sessions on the table, ideally including a signature from your mentor and / or practitioner. (If it isn't possible to obtain a signature, a copy of an invoice or receipt is also acceptable as evidence.)

CPD Categories & guidelines

Full details of the CK Association guidelines for CPD are set out separately, and accompany this portfolio / log book. In brief, we ask that your activities fall within at least two of the following categories:

1. Short courses on professional issues
2. Attendance at seminars, conferences, Annual General Meetings
3. Study for further qualifications or formal training
4. Encouraging the development of others
5. Active committee work for a professional body
6. Personal / professional development
7. Journals & I.T.

CPD Evidence

Our aim is to make evidence gathering as easy as possible for you – it need not be onerous! Please attach your evidence, which can include:

- Any certificates awarded for workshops or trainings
- Receipts of attendance and event programmes
- Short reflective write-ups for events and seminars attended – in person or on-line; personal and mentoring sessions; reading of journals and books etc
- Workshop / talk / presentation outlines for any events run by you
- A letter from your tutor / mentor / workshop provider as proof of attendance
- Any other ways of supporting your completion of CPD

Mentoring Sessions

Date	Group / 1-1 Synopsis	Mentor signature	Hours

Personal Sessions

Date	Type of therapy / session	Therapist signature (if possible)	Hours

CPD activities

Date	Details of activity	Category 1 - 7	Evidence	Hours