



# Continued Professional Development

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## **Why should I keep Training & Development records?**

As a professional childminder, you have a responsibility to keep your skills and knowledge up to date. At least once a year, we recommend you review your learning over the previous 12 months, and plan what training you would wish to complete to enhance your childcare practice / childminding business for the next 12 months.

NICMA recommend that every childminder undertakes a minimum of 9 hours Training & Development opportunities each year. This is often referred to as Continued Professional Development (CPD)

NICMA'S **Training & Development Plan and Record forms** have been designed to assist you in maintaining accurate records showing your learning journey.

## **What are the benefits of keeping a CPD record?**

CPD is an investment that you make in yourself. It's a way of planning your training and development that links learning directly to your childminding practice. CPD can help you keep your skills up to date, and prepare you for greater responsibilities. It can boost your confidence, strengthen your professional credibility and help you become more creative in tackling new challenges. CPD makes your working life more interesting and can significantly increase your job satisfaction.

Often during Health & Social Care Trusts Annual inspections childminders are asked what training they have completed or intend to complete. Using these recording forms will enable you to demonstrate this to your registering Social Worker.



### Childminder's Training & Development Plan

Name .....

Registered with ..... HSC Trust

<b>What do I want/need to learn?</b>	<b>What will I need to do to achieve this?</b>	<b>What resources/support will I need?</b>	<b>Target Dates</b>	<b>Outcomes</b>
Be specific – describe what you are planning to learn	Who can you speak to? Who can help you to achieve this? Where can you get more information about this?	Will there be a cost? How much time will it take you?	When do you hope to achieve this? – remember to be realistic!	What has happened? Have you arranged to go on a training programme or course?



### Childminders Training & Development Record

Name .....

Registered with ..... HSC Trust

Training attended	Date completed Awarding Body Funded by	What did I learn from this?	How have/will I use this?	Any further action/next steps
State the title of the training you attended.	State the date you completed this Who was the awarding body? Who funded it?	State the learning outcomes. What new knowledge and skills did you gain?	Explain how you will use or have used your new knowledge and skills?	Is there anything else you need to do/learn?