

BASICS (BIELTbasics3.pdf) originally from www.BIELT.org

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The BIELT CPD Record Card: Introduction

This is a summative written statement of your CPD activities and achievements so that progress towards implementing your long-term and short-term CPD plans, and your active maintenance and development of your professional competence can be demonstrated. A paper record card is issued to each member of BIELT at the start of his or her membership year. Instructions on how to complete the record card are included on the card itself. ~~The record card can also be downloaded, accessed and completed via the Internet at <http://www.bielt.org/CPD/cpdindex.htm>.~~ NOTE: This information is no longer valid as of August 2013.

ESOL teacher's Sample CPD Record Card

British Institute of ELT Continuing Professional Development Record Card

Member's name: Robin Banks Membership no. 12345

Membership year date from: June 1999 Date to: June 2000

CPD activity (Specify name and type of activity.)	Estimated CPD Units	Dates/ hours if applicable period undertaken/ completed	Verification
▪ Collating info from IATEFL newsletters and discussing in weekly professional development meetings	10	4 hours reading and 3 development sessions 1 hour each. 7/99-10/99	Mrs Rhoda Byke, Director of Studies, Excellent School of English, Tel: 01552 889666 e-mail: rhoda@byke.com
▪ Attended in-house teacher development session on teaching exam classes	2	1 hour 2/00	
▪ Team teaching and feedback my first exam class with Assistant Director of Studies	6	3 hours 3/00	
▪ Observed and given feedback by DoS when handling disruptive students	2	2 hours 10/99	
▪ Wrote 2 separate in-house self-access projects	10	2 projects 2/00-5/00	

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Teacher Trainer's Sample CPD Record Card

British Institute of ELT Continuing Professional Development Record Card

Member's name: Ann Tartic

Membership no. 345

Membership year date from: June 1999 Date to: June 2000

CPD activity (Specify name and type of activity. See examples below)	Estimated CPD Units	Dates/ hours if applicable period undertaken/ completed	Verification
Read classroom based research title (Wallace M 1998 <i>Action Research for Language Teachers</i> CUP),	3	3 hours 7/99	Prof. Warren Piece, University College, Sussex, Tel: 8777 77177 e-mail: war@p.com
Devised system for comparing teacher training courses. Presented to line manager	5	8/99	
Present finding (above) at national ELT conference	5	1 hour presentation, 4/00	IATEFL, Tel: 23128937 12448247 e-mail: ldq@dnweb
Attend whole IATEFL conference	20	20 hours, 4/00	

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ELT Manager's Sample CPD Record Card

British Institute of ELT Continuing Professional Development Record Card

Member's name: Percy Vere Membership no. 2345

Membership year date from: June 1999 Date to: June 2000

CPD activity (Specify name and type of activity. See examples below)	Estimated CPD Units	Dates/ hours if applicable period undertaken/ completed	Verification
Take an ELT Management Diploma	30	200 hours, 9/99-6/00	Ivor Biggin, Course Director, Education Institute, Tel: 0077665522 e-mail: Ivor@ed.com ;
Read school Health and Safety Handbook	2	2 hours, 11/99	Teresa Green, Principal, Leafy Bough College, Tel: 008173 36374 e-mail: teresa@leafy.com
Made a quiz for staff on main issues of Health, Safety and evaluated results, presented results to line manager with recommendations	5	12/99	

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British Institute of ELT Continuing Professional Development Record Card

Member's name: _____ Membership no. _____

Membership year date from: _____ Date to: _____

CPD activity (Specify name and type of activity. See examples below)	Estimated CPD Units	Dates/ hours if applicable period undertaken/ completed	Verification