

# Reflective review template

## CPD Category B Activities

Category B CPD activities are classed more as 'passive learning' for which there is a maximum allowance of 10 hours that can be claimed annually.

Examples include watching a recorded webinar, listening to a podcast, and reading journal articles or books related to your practice. It can also include any peer learning groups, who meet to discuss and explore counselling and psychotherapy topics or resources, without a formal facilitator. Teaching or formal presentations made may also be logged as Category B CPD.

A **Reflective Review** is a written record that provides opportunity to ponder and synthesise the knowledge and skills gained from your engagement in the activity, and how that learning relates to, might be applied, and might enhance your professional practice.

A **Reflective Review** provides evidence of your participation in a Category B CPD activity. Registrants are required to complete a **Reflective Review** for each CPD Category B activity listed in their annual log of CPD in the PACFA Member Portal, and keep in their professional portfolio for audit purposes. An audit of CPD records will be conducted on a rolling three yearly basis with all registrants being audited once every three years.

Name of registrant		Reporting period	
Activity name			
Activity description			
Reflection on content: <i>Suggested word length 150 words</i>			
Signature			Date