



Adding an Action Log

Earning more credits for an action

The CPD programme encourages specialists to reflect on what they have learnt from their CPD activities. Once you have saved your Learning Event and your reflection, it's possible for you to add an action log.

Action allows you to demonstrate how you have applied your learning to your practice or the service you provide and the impact of your learning. This serves several purposes:

- Reinforcement of your learning
- Dissemination of your learning to others
- Demonstrating benefit from your learning

Further guidance on the role of action can be found on pages 11-13 of the [CPD guidance](#). On pages 22-56 of the guidance you will also find worked examples of Learning Events with relating reflections and actions.

Adding your action Log

To add an action Log in your CPD ePortfolio, you will need to record your Learning Event and a reflection log first. Please also see instructions on how to add [a Learning Event](#) and a [reflection](#).

After you have saved your reflection log, the following screen will present. Click on 'Add action':

The screenshot shows a web interface with a grey header containing the text "Earn more credits". Below the header is a green notification bar with a checkmark icon and the text "Reflection *Reflection for Test course* has been created." The main content area has a dark grey background and is titled "Earn more credits". It contains the instruction "Add a Reflection or an Action to 'Test course' for additional credit:". There are three buttons: a blue button labeled "Add Reflection" with a plus sign, a blue button labeled "Add Action" with a plus sign, and a white button with a grey border labeled "Not now". A blue arrow points to the "Add Action" button.

The 'Create Action' form will display. Please complete the form.

If you have recorded a simple action, you can record 1 CPD credit, if you have recorded a complex action, you can record 2 CPD credits. Please see page 12 of the [CPD guidance](#) suggesting the things that you need to take into account to decide whether an action is simple or complex. You can add a piece of evidence, if you wish:

Save the action as completed:

If you click on any of the orange 'i' discs, a blue panel with further information will open up, for example:

How to add an action some time after recording your Learning Event and reflection

If you wish to add an action, some time after recording your Learning Event and reflection, please follow these steps.

In the CPD ePortfolio homepage, please click on 'View All Learning Events':

The list of your Learning Events will display. Click on the title of the Learning Event where you wish to add an action:

Filters		Date added to CPD	Date of Learning Event	Status	Learning Event	Dimension and Type	Credits	Reflections added	Actions added
Status	▼	2020-07-23	2020-07-23	Complete	Test course	Clinical, Formal	2	1	0
Dimension	▼	2020-07-03	2020-07-03	Complete	Test CPD CPD masquerading adding LE	Clinical, Formal	2	0	0
LE type	▼								
No Reflection or Action	▼								

The following page will present. Please click on 'Add action' and you will return to the 'Create action' form:

The screenshot shows a user interface for a CPD ePortfolio. At the top, there is a navigation bar with buttons for 'View', 'Edit', 'Delete', and 'Revisions'. Below this, a sidebar on the left contains a link to 'View all Learning Events', the title 'Test course', a 'Complete' status indicator, and details for 'Dates' (23 Jul 2020), 'Dimension' (Clinical), and 'Type of Learning Event'. The main content area on the right is titled 'Reflections, actions, evidence' and contains a 'Reflection for Test course' entry with 'Reflection' status, a 'Complete' button, and an 'Edit' button. Below this are two buttons: 'Add reflection +' and 'Add action +'. A blue arrow points from the 'Add action +' button towards the 'ADD TO CPD +' button, which is a white button with a green plus sign icon.

CPD Team Contacts

If you require technical support on the use of the CPD ePortfolio, please contact the CPD Office on 020 7772 6307.