

Self-assessment

Driver trainer competence	Up-to-date	Opportunities	Development plan
Monitoring and assessment			
Strategy and planning			
Instruction delivery			
Driving knowledge			
Driving skills			

Driver trainer competence	Up-to-date	Opportunities	Development plan
Driving abilities			
Communication skills			
Personal characteristics			
Business practice			
Business development			

Development plan

Name:			
Period from:		Period to:	

What do you want to learn/develop?	Which competence does it relate to?	Who will you need to contact to achieve this?	Target dates for review and/or completion

Development record

Name:		Total hours of CPD in period:	
Period from:		Period to:	

Date of CPD	Activity	Hours of CPD	Competence it relates to	What you learned	How you will use this

Record of achievement

Date	Activity	CPD hours	Competence	Summary of what was covered and/or what was learned
				Application(s) of what was learned and impact on career / business
				Any future development activities