



Children, Young People and Families

A specialist section of College of Occupational Therapy



Specialist Section

**Children,
Young
People &
Families**

Certificate of Attendance

To be used as evidence of learning gained in your CPD folder

Title of Event: <i>(Including amount of hours)</i>	
Date attended:	Venue:
Course Facilitator(s):	

Competence Key: *(Use this as a guide to determine what your knowledge and skill about the topic)*

Scale name	Scale description
1. Know About	Indicates you have a superficial / cursory knowledge, but would be able to apply it only as a novice
2. Know	Indicates you are familiar with the concept and have demonstrated some skill at the task but may have to consult other practitioners or use other resources in order to perform the task
3. Perform	Indicates you have the ability to perform the task and apply it in all appropriate contexts but may have to occasionally rely on outside resources
4. Proficient	Indicates you have the ability to perform the task independently and safely in all appropriate contexts
5. Can teach	Indicates you are an expert, and teach the task and/or others seek your expertise in the task

Personal Feedback and Reflection:

How much did you know / understand of this topic before attending?	1 2 3 4 5
How much do you know /understand following the event?	1 2 3 4 5
What did you gain from this event?	
What might you do differently in practice now?	
What further reading, action or learning has been promoted?	
Other comments:	
Date:	Sign:

