



# CPD LOG

## USER GUIDE

Prepared by:  
BANT CPD Committee

Updated by:  
BANT Admin

November 2016  
Version: 1.6

**Contents**

1. Introduction to CPD..... 3

    Definition of Continuing Professional Development (CPD) .....3

    CPD Guidelines .....3

    CPD Definitions .....3

2. How to enter a CPD activity ..... 4

    2a) Entering BANT-listed activities .....7

    2b) Entering own CPD Activity .....9

3. Member CPD Detailed Log ..... 13

4. How to print/save your CPD report..... 13

5. Editing/Deleting a saved CPD entry ..... 14

6. Printing a CPD Certificate ..... 15

# 1. Introduction to CPD

It is important that before using the CPD Online Log you read the following three documents which are listed on the CPD web pages:

- a) CPD Definition
- b) Activities and Definitions
- c) CPD FAQs

## ***Definition of Continuing Professional Development (CPD)***

‘A range of lifelong learning activities through which nutritional therapists maintain and develop their professional careers to ensure that they retain their capacity to practice safely, effectively and legally within their scope of practice; and to enrich and expand their professional skills and knowledge’.

## ***CPD Guidelines***

The current BANT guidelines are for compulsory CPD set at a minimum of **30 hours CPD annually of which 8 of these hours are Active CPD**. All full members including non-practising members must complete and log a minimum of 30 CPD hours.

## ***CPD Definitions***

BANT classifies CPD as one of three different types:

- **Active CPD**

Attending any relevant activity along with other Nutritional Therapists, healthcare practitioners or professionals e.g. conferences, seminars, exhibitions. Most BANT listed CPD activities (i.e. activities listed on the BANT website that have been given CPD recognition), will be classed as Active CPD. Additionally, watching DVDs, Webinars and Videocasts etc., whereby information is fully explained and illustrated will also count as Active CPD.

- **Self-directed CPD**

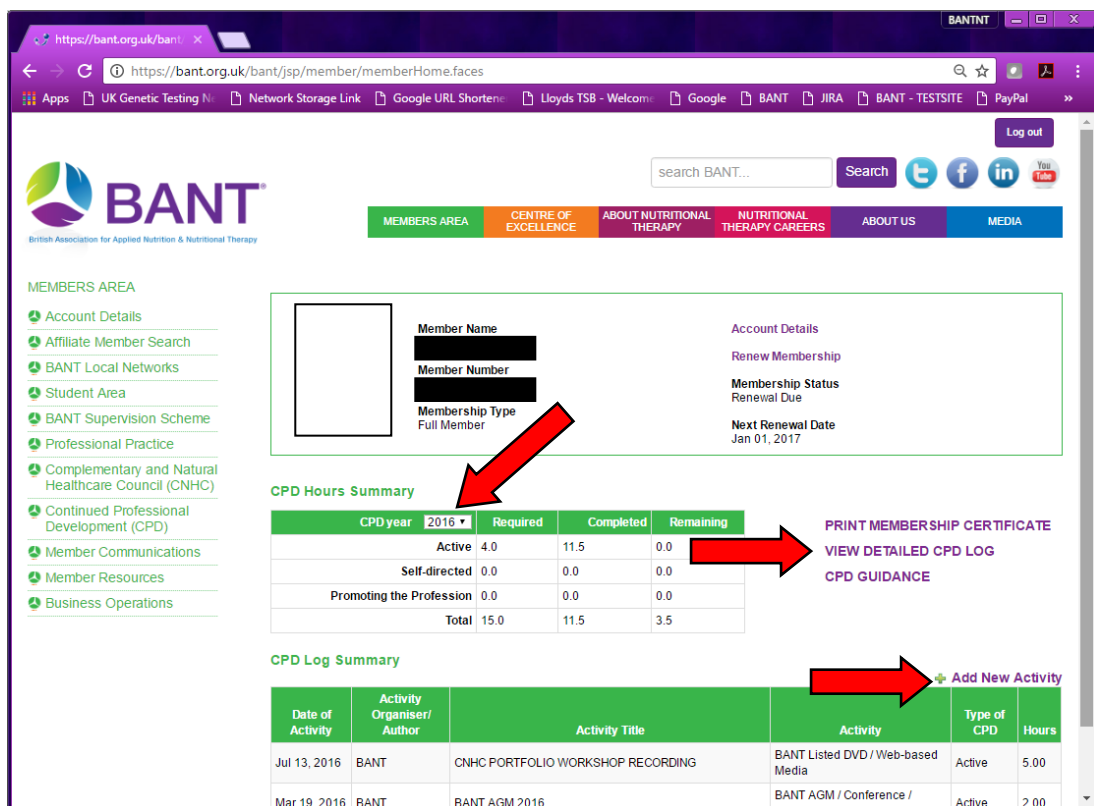
Conducting any activity that involves reading, researching, listening and editing will be classed as Self-directed CPD.

- **Promoting the Profession CPD**

Attending any relevant meetings or activities associated with BANT business, regulatory issues, or the promotion of Nutritional Therapy to other healthcare professionals e.g. BANT Regional meetings or presentations to GPs.

## 2. How to enter a CPD activity

- Login to the member pages on the BANT website.
- Click **Account Details** at the top of the green menu on the left hand side.
- The **Account Details** page displays your name, membership number and type.
- **CPD Hours Summary** and the **CPD Log Summary** are also displayed.
- The **CPD Hours Summary** table summarises the hours required, hours completed and hours remaining.



**Account Details**

Member Name: [REDACTED]  
Member Number: [REDACTED]  
Membership Type: Full Member

Account Details  
Renew Membership  
Membership Status: Renewal Due  
Next Renewal Date: Jan 01, 2017

**CPD Hours Summary**

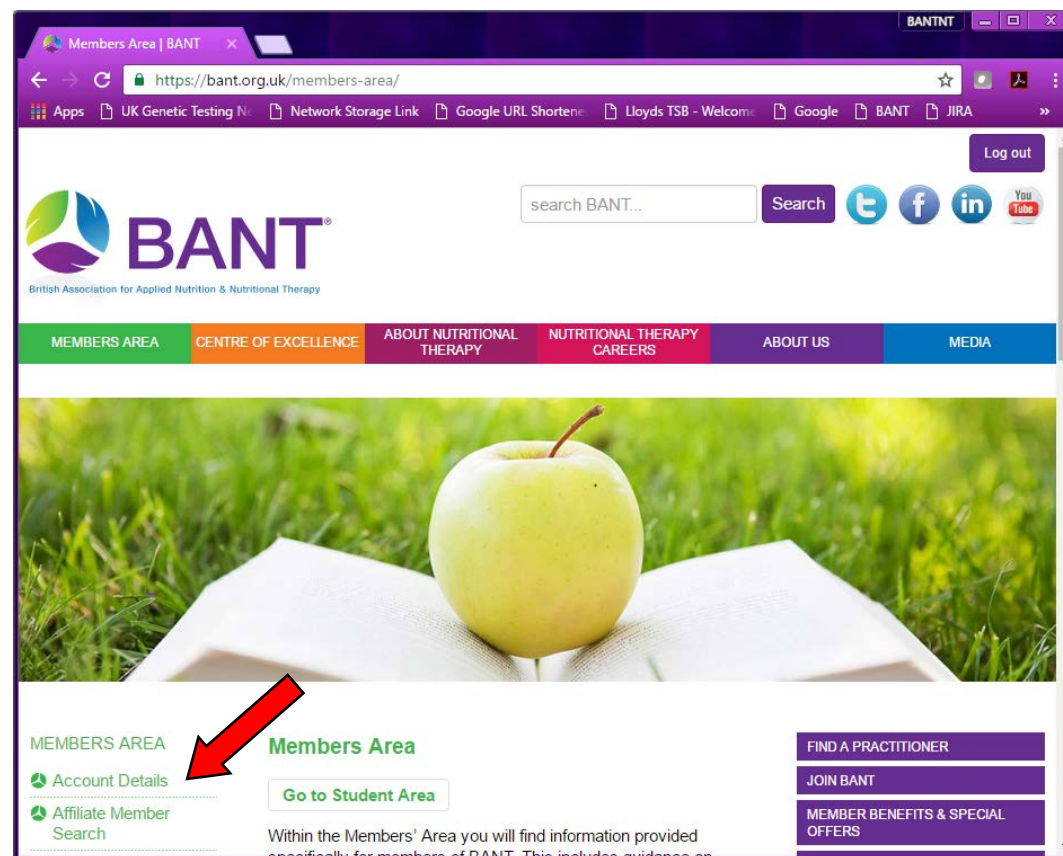
CPD year	2016	Required	Completed	Remaining
Active	4.0	11.5	0.0	
Self-directed	0.0	0.0	0.0	
Promoting the Profession	0.0	0.0	0.0	
<b>Total</b>	<b>15.0</b>	<b>11.5</b>	<b>3.5</b>	

**CPD Log Summary**

Date of Activity	Activity Organiser/ Author	Activity Title	Activity	Type of CPD	Hours
Jul 13, 2016	BANT	CNHC PORTFOLIO WORKSHOP RECORDING	BANT Listed DVD / Web-based Media	Active	5.00
Mar 19, 2016	BANT	BANT AGM 2016	BANT AGM / Conference /	Active	2.00

[PRINT MEMBERSHIP CERTIFICATE](#)  
[VIEW DETAILED CPD LOG](#)  
[CPD GUIDANCE](#)

[Add New Activity](#)



**Members Area**

[Account Details](#)  
[Affiliate Member Search](#)

[Go to Student Area](#)

Within the Members' Area you will find information provided specifically for members of BANT. This includes guidance on...

[FIND A PRACTITIONER](#)  
[JOIN BANT](#)  
[MEMBER BENEFITS & SPECIAL OFFERS](#)

- Change the CPD year drop down date option to see the CPD you have logged in previous years. *Note: CPD log commences from 01/01/11*
- To access the detailed view of your CPD Log click the **View Detailed CPD Log**
- To add a new activity (log your CPD hours) click the **Add New Activity** link (see red arrows)

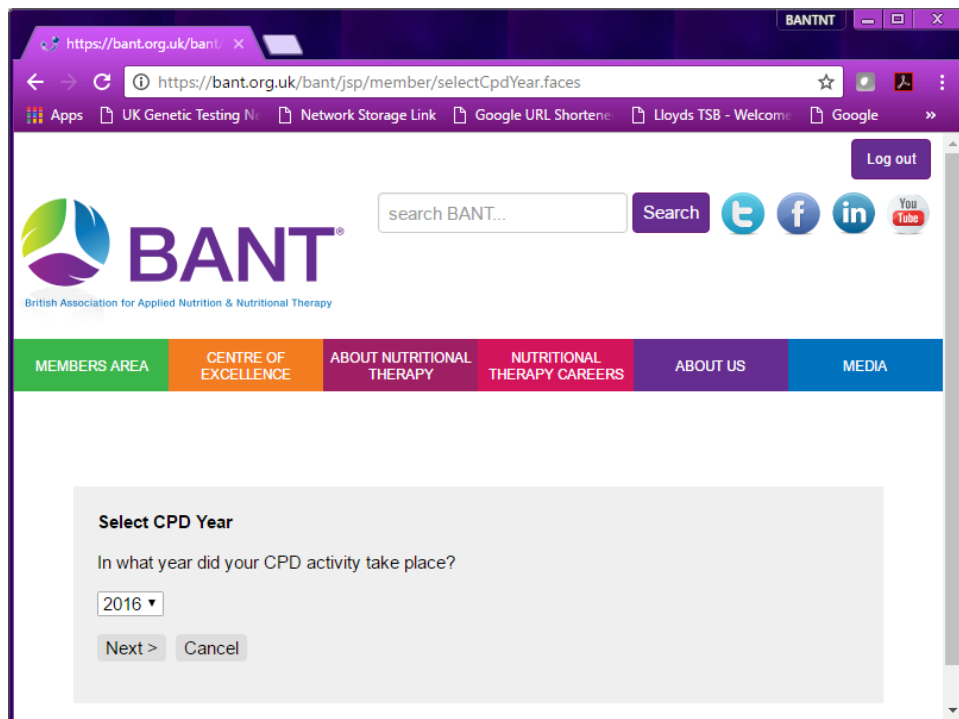
## Screen: Detailed CPD Log

- On this page you can add a new CPD Activity by clicking the [+ Add New](#) link
- You can print or save your entire detailed CPD log for the selected year by clicking [Print](#) link

## Screen: Add CPD Activity

### Select CPD Year

- You need to preselect the CPD year
- Click Next



https://bant.org.uk/bant/

https://bant.org.uk/bant/jsp/member/selectCpdYear.faces

Log out

search BANT...

Search

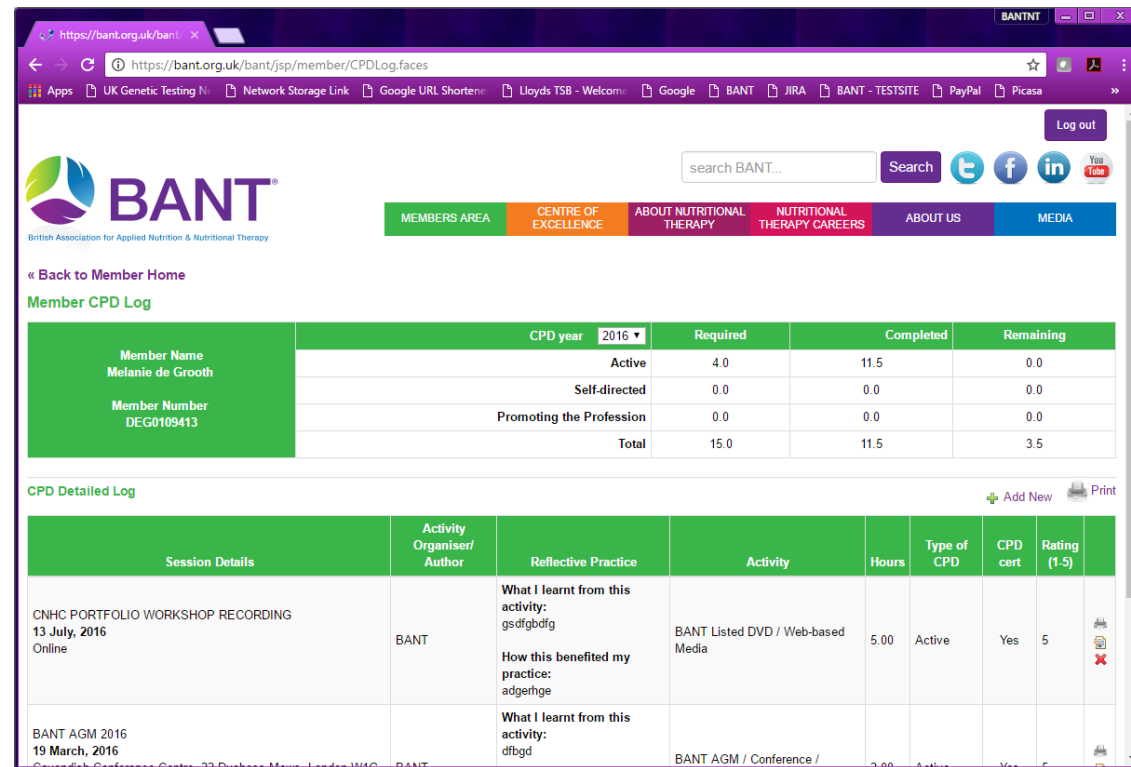
MEMBERS AREA CENTRE OF EXCELLENCE ABOUT NUTRITIONAL THERAPY NUTRITIONAL THERAPY CAREERS ABOUT US MEDIA

**Select CPD Year**

In what year did your CPD activity take place?

2016

Next > Cancel



https://bant.org.uk/bant/

https://bant.org.uk/bant/jsp/member/CPDLog.faces

Log out

search BANT...

Search

MEMBERS AREA CENTRE OF EXCELLENCE ABOUT NUTRITIONAL THERAPY NUTRITIONAL THERAPY CAREERS ABOUT US MEDIA

« Back to Member Home

**Member CPD Log**

Member Name	CPD year	Required	Completed	Remaining
Melanie de Grooth	2016	4.0	11.5	0.0
Active		4.0	11.5	0.0
Self-directed		0.0	0.0	0.0
Promoting the Profession		0.0	0.0	0.0
<b>Total</b>		<b>15.0</b>	<b>11.5</b>	<b>3.5</b>

**CPD Detailed Log**

Session Details	Activity Organiser/ Author	Reflective Practice	Activity	Hours	Type of CPD	CPD cert	Rating (1-5)
CNHC PORTFOLIO WORKSHOP RECORDING 13 July, 2016 Online	BANT	What I learnt from this activity: gsdfgbdg How this benefited my practice: adgerhge	BANT Listed DVD / Web-based Media	5.00	Active	Yes	5
BANT AGM 2016 19 March, 2016 Grosvenor Conference Centre, 22 Park Square, Leeds LS1 5PS	BANT	What I learnt from this activity: dfbgd	BANT AGM / Conference /	3.00	Active	Yes	5

[Add New](#) [Print](#)

Screen: Select CPD Activity

## Select CPD Activity

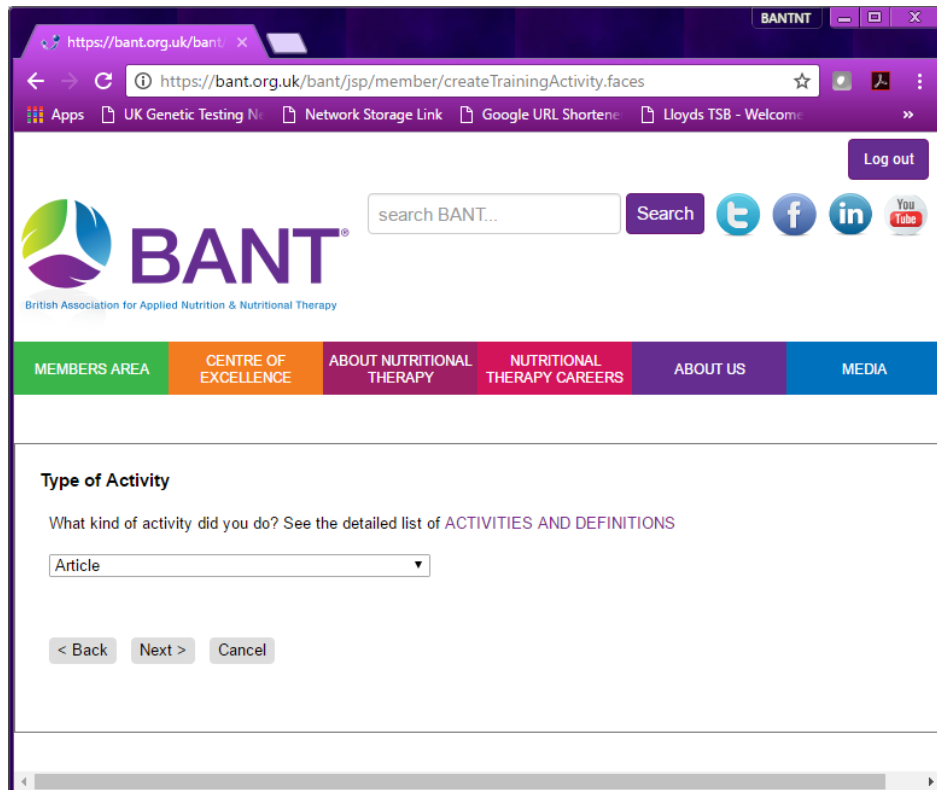
You have two options to enter CPD:

- ☐ Enter my own activity
- ☐ BANT-listed activity

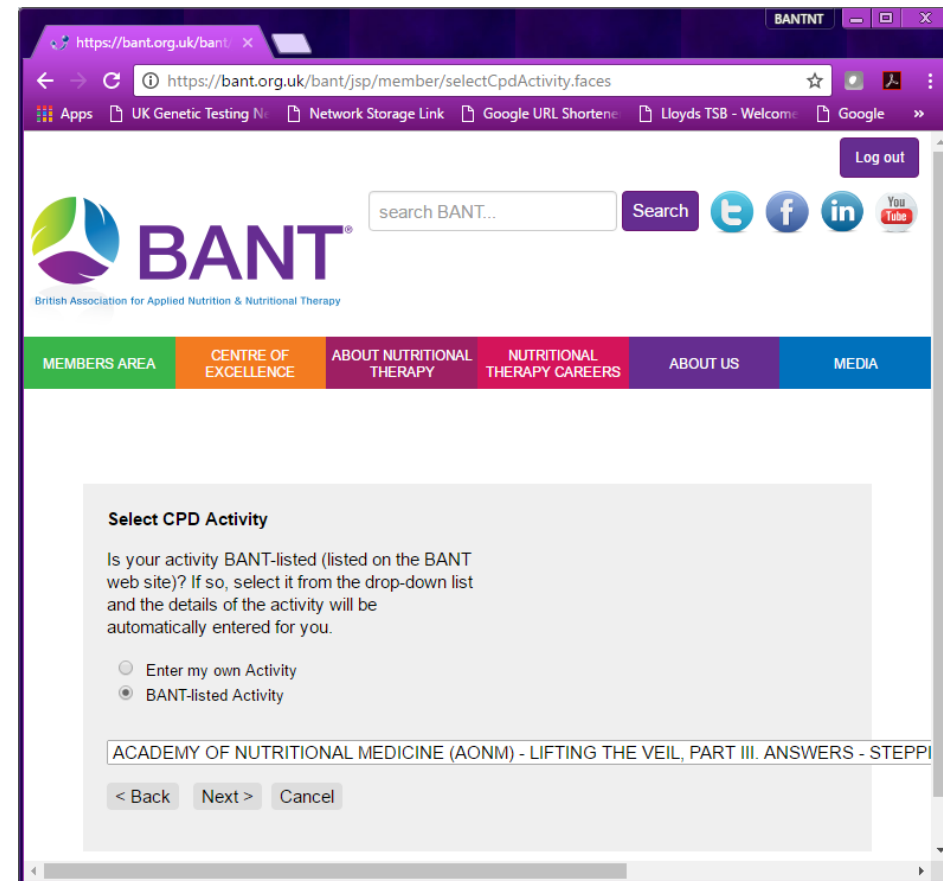
a) If you wish to enter a **BANT-listed Activity**, select the radio button and choose the CPD event activity from the drop down list, click **Next** (see steps 1 & 2 below)

*Note: All events recognised for BANT CPD hours will be listed on this drop down box and will automatically allocate the appropriate number of recognised CPD hours per event*

b) Otherwise, select the **Enter my own Activity** radio button, click **Next**



The screenshot shows the 'createTrainingActivity.faces' page in a web browser. The BANT logo and navigation menu are at the top. The main content area is titled 'Type of Activity' and contains the text 'What kind of activity did you do? See the detailed list of [ACTIVITIES AND DEFINITIONS](#)'. Below this is a dropdown menu currently set to 'Article'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.



The screenshot shows the 'selectCpdActivity.faces' page in a web browser. The BANT logo and navigation menu are at the top. The main content area is titled 'Select CPD Activity' and contains the text 'Is your activity BANT-listed (listed on the BANT web site)? If so, select it from the drop-down list and the details of the activity will be automatically entered for you.' Below this are two radio buttons: 'Enter my own Activity' and 'BANT-listed Activity', with the latter being selected. A text input field contains the text 'ACADEMY OF NUTRITIONAL MEDICINE (AONM) - LIFTING THE VEIL, PART III. ANSWERS - STEPPING'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

## 2a) Entering BANT-listed activities

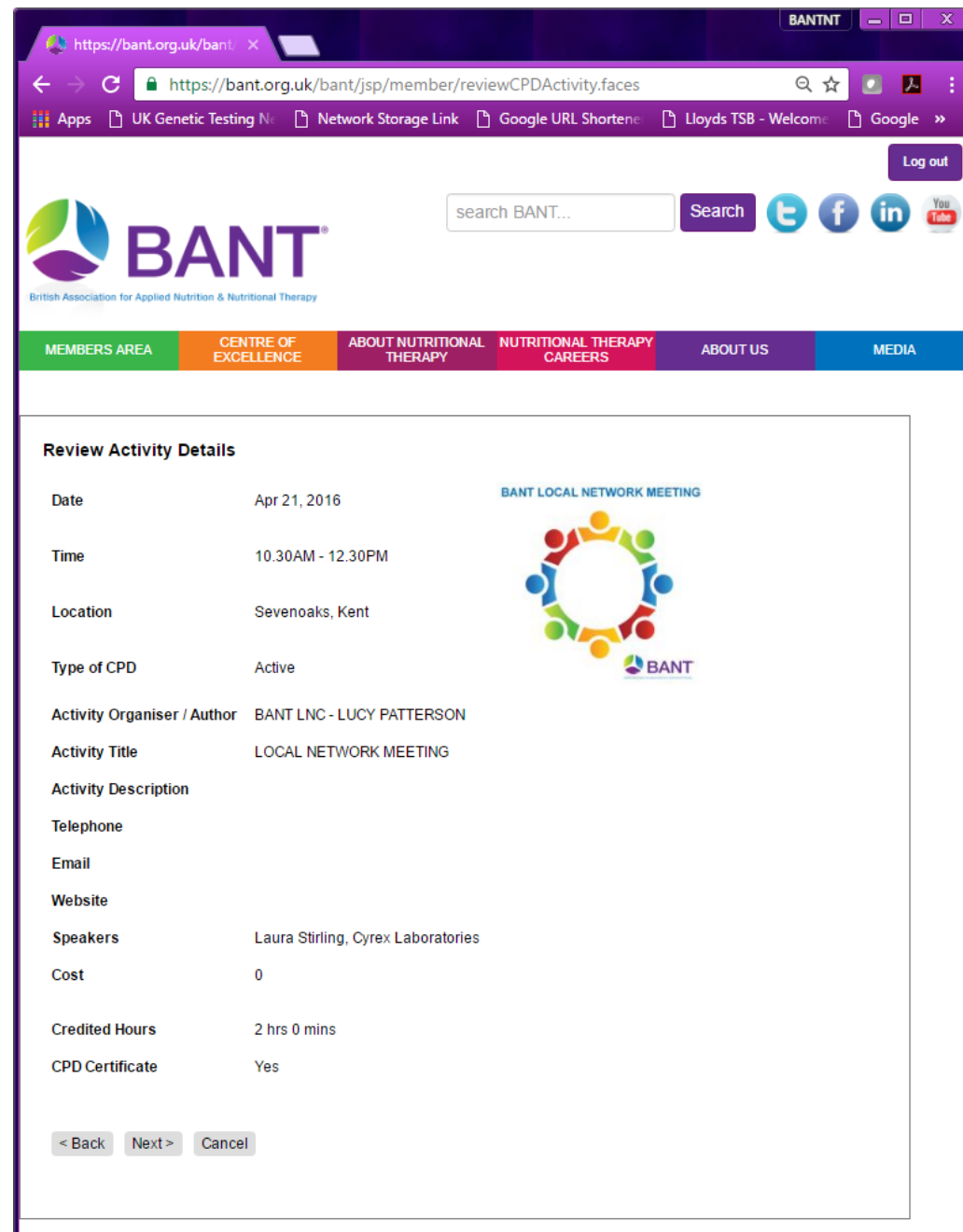
Screen: Enter CPD Activity: Step 1 of 2

Once you have selected the BANT-listed Activity, you need to complete 2 further steps:

### Step 1

#### Review Activity Details

- All relevant CPD details are automatically presented for review, if this is the correct CPD activity to be logged, click **Next**
- Otherwise, click **Back** and reselect from the BANT-listed drop down box




https://bant.org.uk/bant/jsp/member/reviewCPDActivity.faces

Log out

search BANT... Search

MEMBERS AREA CENTRE OF EXCELLENCE ABOUT NUTRITIONAL THERAPY NUTRITIONAL THERAPY CAREERS ABOUT US MEDIA

### Review Activity Details

Date	Apr 21, 2016	
Time	10.30AM - 12.30PM	
Location	Sevenoaks, Kent	
Type of CPD	Active	
Activity Organiser / Author	BANT LNC - LUCY PATTERSON	
Activity Title	LOCAL NETWORK MEETING	
Activity Description		
Telephone		
Email		
Website		
Speakers	Laura Stirling, Cyrex Laboratories	
Cost	0	
Credited Hours	2 hrs 0 mins	
CPD Certificate	Yes	

< Back Next > Cancel

Screen: Enter CPD Activity: Step 2 of 2

## Step 2

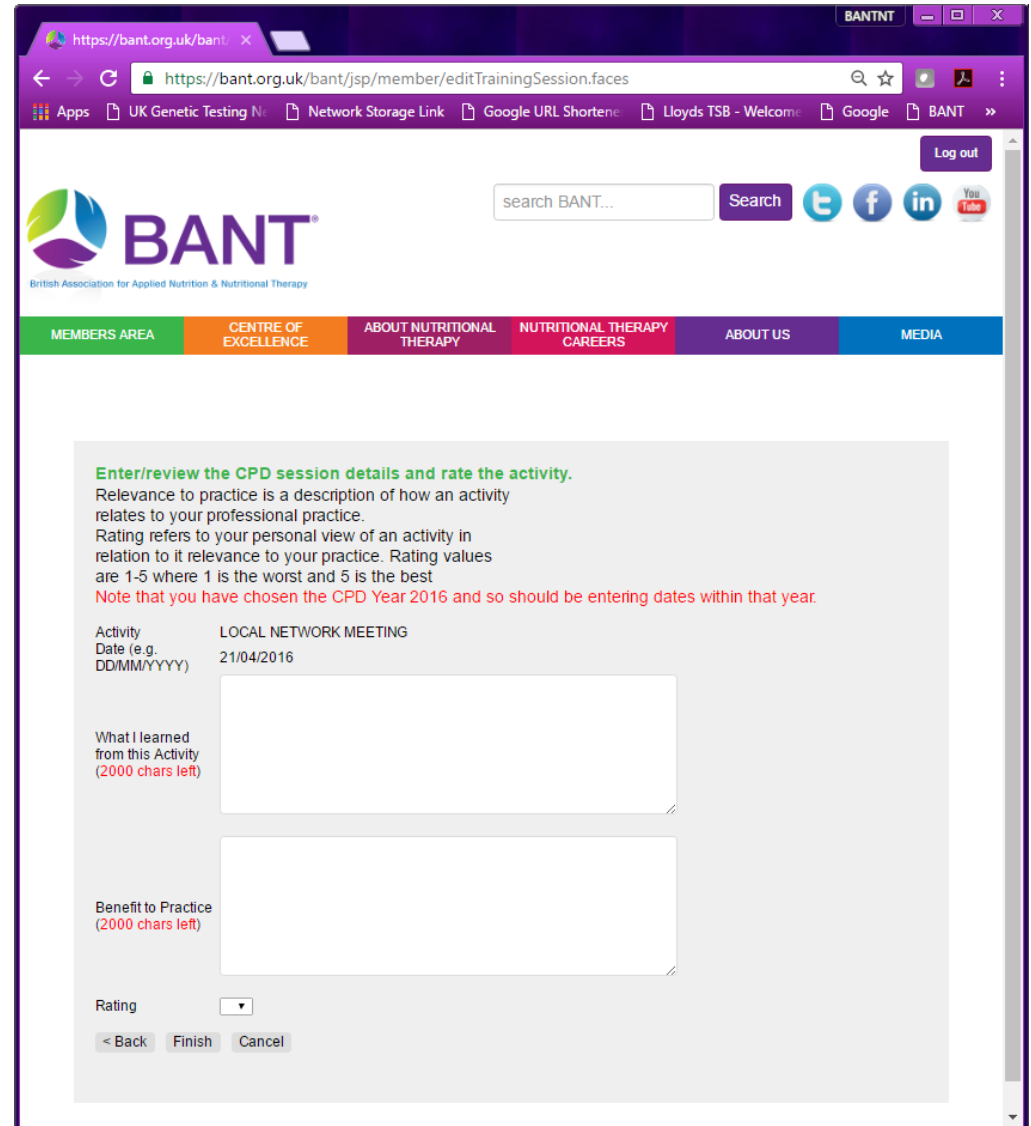
### CPD Activity Details

This is where you enter a description of how this CPD activity relates to your professional practice.

- **What I learned from this Activity** – this box needs to be completed by describing what you learned from the activity in relation to your Nutritional Therapy practice. *(Characters are limited to 2000)*
- **Benefit to Practice** – this box needs to be completed by describing how the activity benefits your Nutritional Therapy practice. *(Characters are limited to 2000)*
- **Rating** – drop down box refers to your personal view of the activity in relation to relevance to practice – value being **1** (worst) to **5** (best)

**All fields are mandatory requirements for each activity logged**

Once you are happy that all details are correct, click **Finish**



The screenshot shows the BANT website interface for entering CPD activity details. The browser address bar shows the URL: <https://bant.org.uk/bant/jsp/member/editTrainingSession.faces>. The page header includes the BANT logo and navigation links: MEMBERS AREA, CENTRE OF EXCELLENCE, ABOUT NUTRITIONAL THERAPY, NUTRITIONAL THERAPY CAREERS, ABOUT US, and MEDIA. A search bar and social media icons are also present. The main content area is titled "Enter/review the CPD session details and rate the activity." and contains the following information:

Relevance to practice is a description of how an activity relates to your professional practice.  
Rating refers to your personal view of an activity in relation to its relevance to your practice. Rating values are 1-5 where 1 is the worst and 5 is the best.  
*Note that you have chosen the CPD Year 2016 and so should be entering dates within that year.*

Activity: LOCAL NETWORK MEETING  
Date (e.g. DD/MM/YYYY): 21/04/2016

What I learned from this Activity (2000 chars left)

Benefit to Practice (2000 chars left)

Rating: [Dropdown menu]

Navigation buttons: < Back, Finish, Cancel



## 2b) Entering own CPD Activity

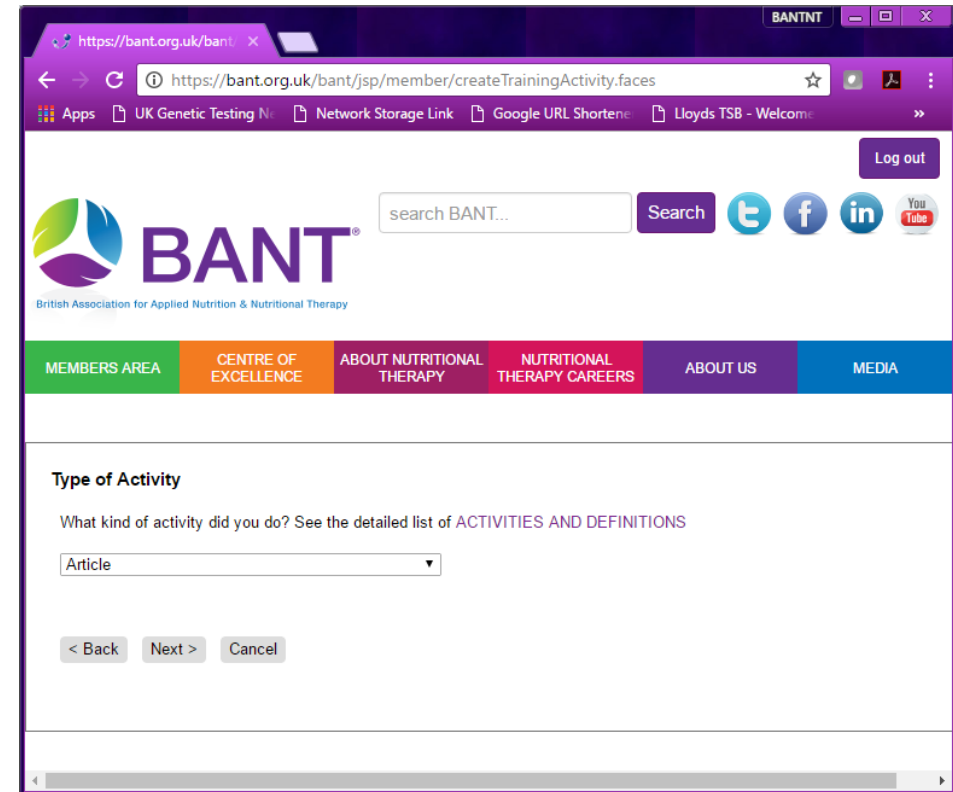
Screen: Enter own CPD Activity

Once you have selected the Enter my Own Activity, you need to complete 4 further steps:

### Step 1

#### Type of Activity

- Select the type of activity that relates to your CPD eg. Lecture, research, etc
- Once type of activity is selected, click **Next**
- Examples of the different types of activities are listed on the **Activities and Definitions** document available at the following link:  
[www.bant.org.uk/bant/jsp/member/pdf/CPD/ACTIVITIES\\_AND\\_DEFINITIONS.pdf](http://www.bant.org.uk/bant/jsp/member/pdf/CPD/ACTIVITIES_AND_DEFINITIONS.pdf)



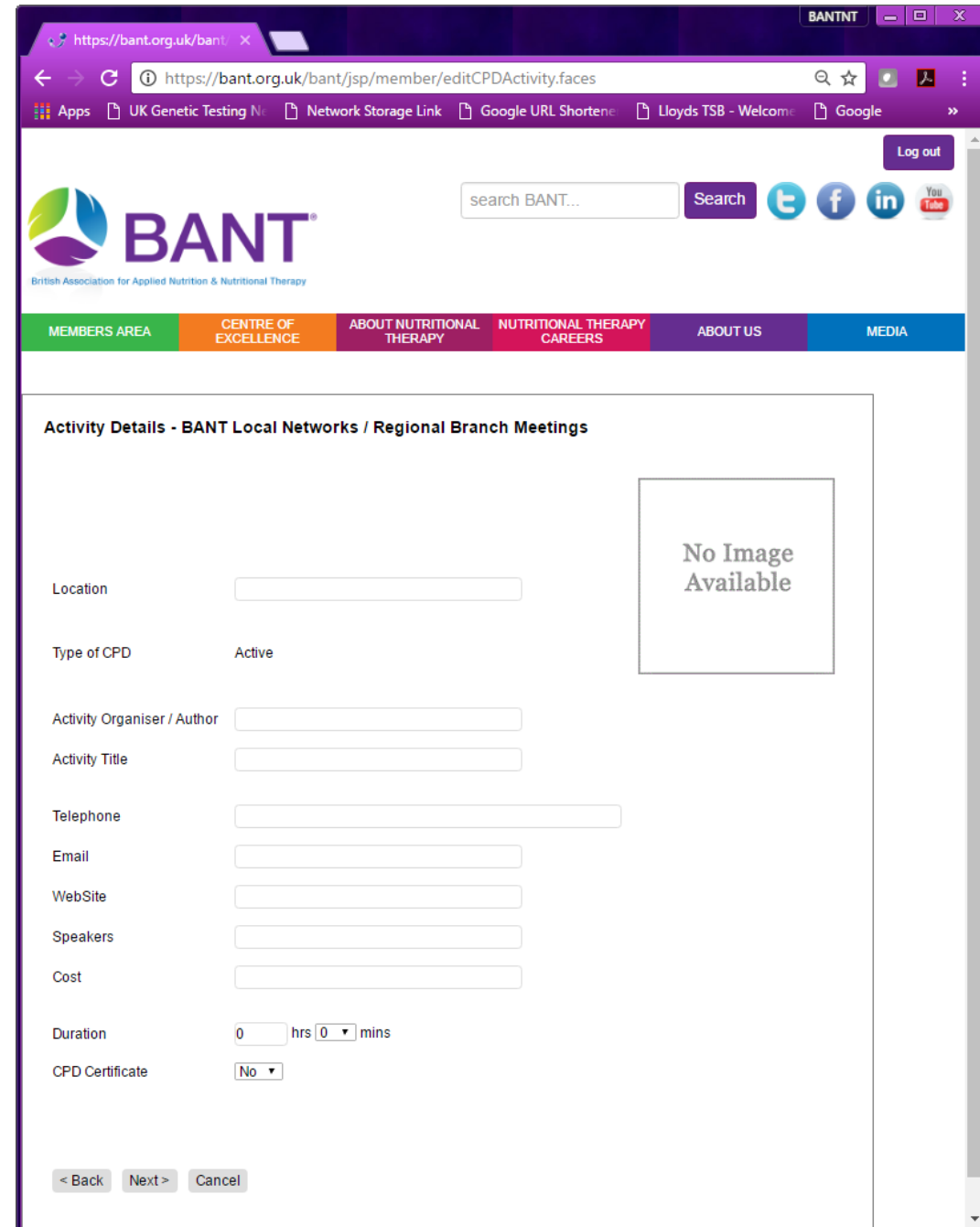
The screenshot shows a web browser window with the URL <https://bant.org.uk/bant/jsp/member/createTrainingActivity.faces>. The page features the BANT logo and a navigation menu with links: MEMBERS AREA, CENTRE OF EXCELLENCE, ABOUT NUTRITIONAL THERAPY, NUTRITIONAL THERAPY CAREERS, ABOUT US, and MEDIA. A search bar is present with the text 'search BANT...'. Below the navigation menu, the 'Type of Activity' section is displayed. It contains the text 'What kind of activity did you do? See the detailed list of ACTIVITIES AND DEFINITIONS' and a dropdown menu currently showing 'Article'. At the bottom of this section are three buttons: '< Back', 'Next >', and 'Cancel'.

Screen: Activity Details

## Step 2

**Activity Details** – (selected type e.g. Lecture)

- Further details about the CPD activity can now be added:
  - **Location** (where did the activity take place)
  - **Activity organiser/author**
  - **Activity title**
  - **Duration** (in hours and minutes)
  - **CPD certificate** (was a CPD certificate issued?)
- Once all details have been entered, click **Next**



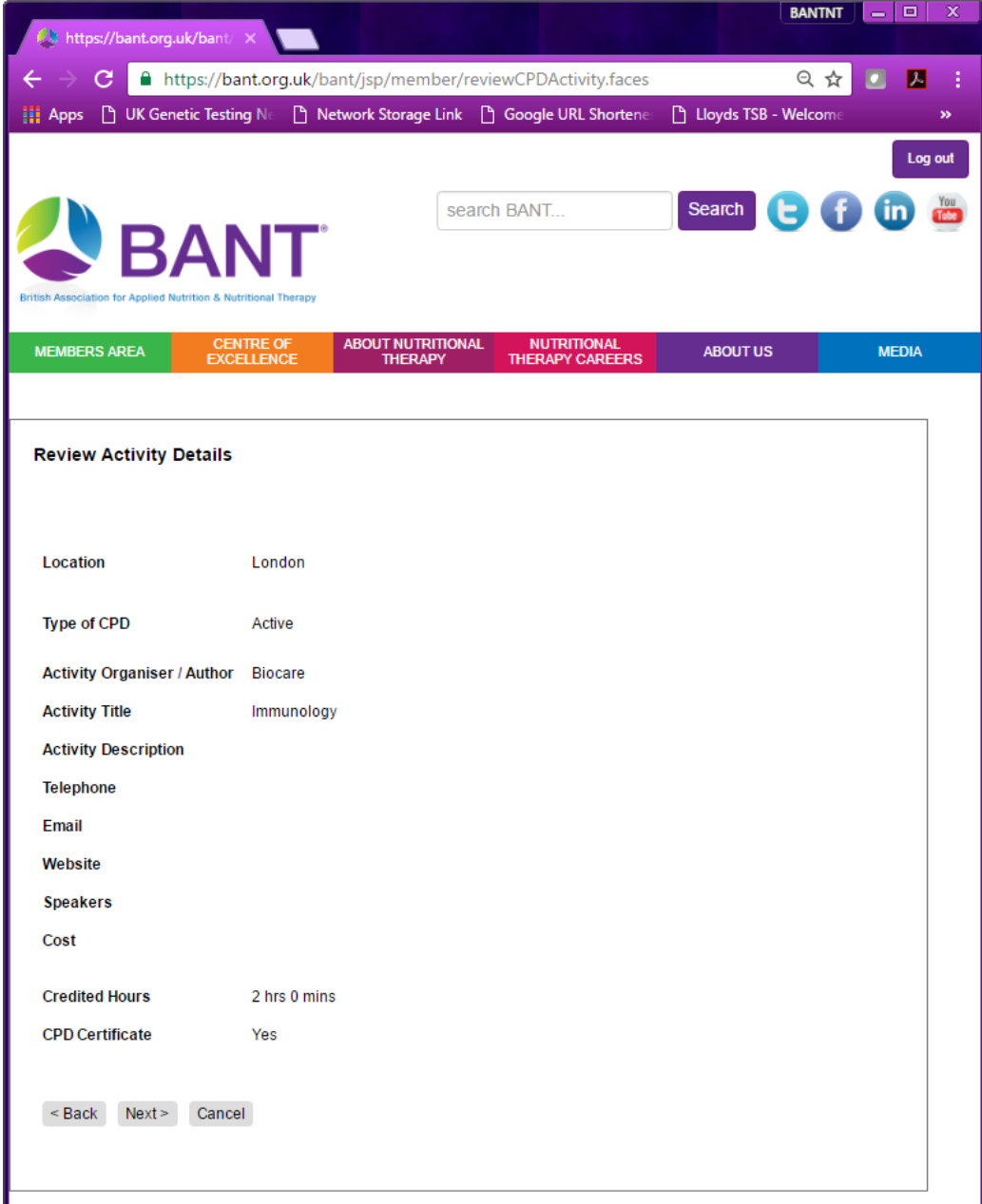
The screenshot shows a web browser window with the URL <https://bant.org.uk/bant/jsp/member/editCPDActivity.faces>. The page features the BANT logo and a navigation menu with links: MEMBERS AREA, CENTRE OF EXCELLENCE, ABOUT NUTRITIONAL THERAPY, NUTRITIONAL THERAPY CAREERS, ABOUT US, and MEDIA. A search bar and social media icons (Twitter, Facebook, LinkedIn, YouTube) are also present. The main content area is titled "Activity Details - BANT Local Networks / Regional Branch Meetings". It contains a form with the following fields: Location (text input), Type of CPD (dropdown menu showing "Active"), Activity Organiser / Author (text input), Activity Title (text input), Telephone (text input), Email (text input), WebSite (text input), Speakers (text input), Cost (text input), Duration (0 hrs 0 mins), and CPD Certificate (No). A large box on the right side of the form contains the text "No Image Available". At the bottom of the form are three buttons: "< Back", "Next >", and "Cancel".

Screen: *Review Activity Details*

### Step 3

#### **Review Activity Details**

- The details you have entered on the previous screen are presented for you to review. If the CPD Activity details are correct, click **Next**.
- Otherwise, click **Back**, to return to the previous screen to amend the details.



https://bant.org.uk/bant/jsp/member/reviewCPDActivity.faces

Log out

search BANT... Search

MEMBERS AREA CENTRE OF EXCELLENCE ABOUT NUTRITIONAL THERAPY NUTRITIONAL THERAPY CAREERS ABOUT US MEDIA

#### Review Activity Details

Location	London
Type of CPD	Active
Activity Organiser / Author	Biocare
Activity Title	Immunology
Activity Description	
Telephone	
Email	
Website	
Speakers	
Cost	
Credited Hours	2 hrs 0 mins
CPD Certificate	Yes

< Back Next > Cancel

Screen: Review Activity Details

## Step 4

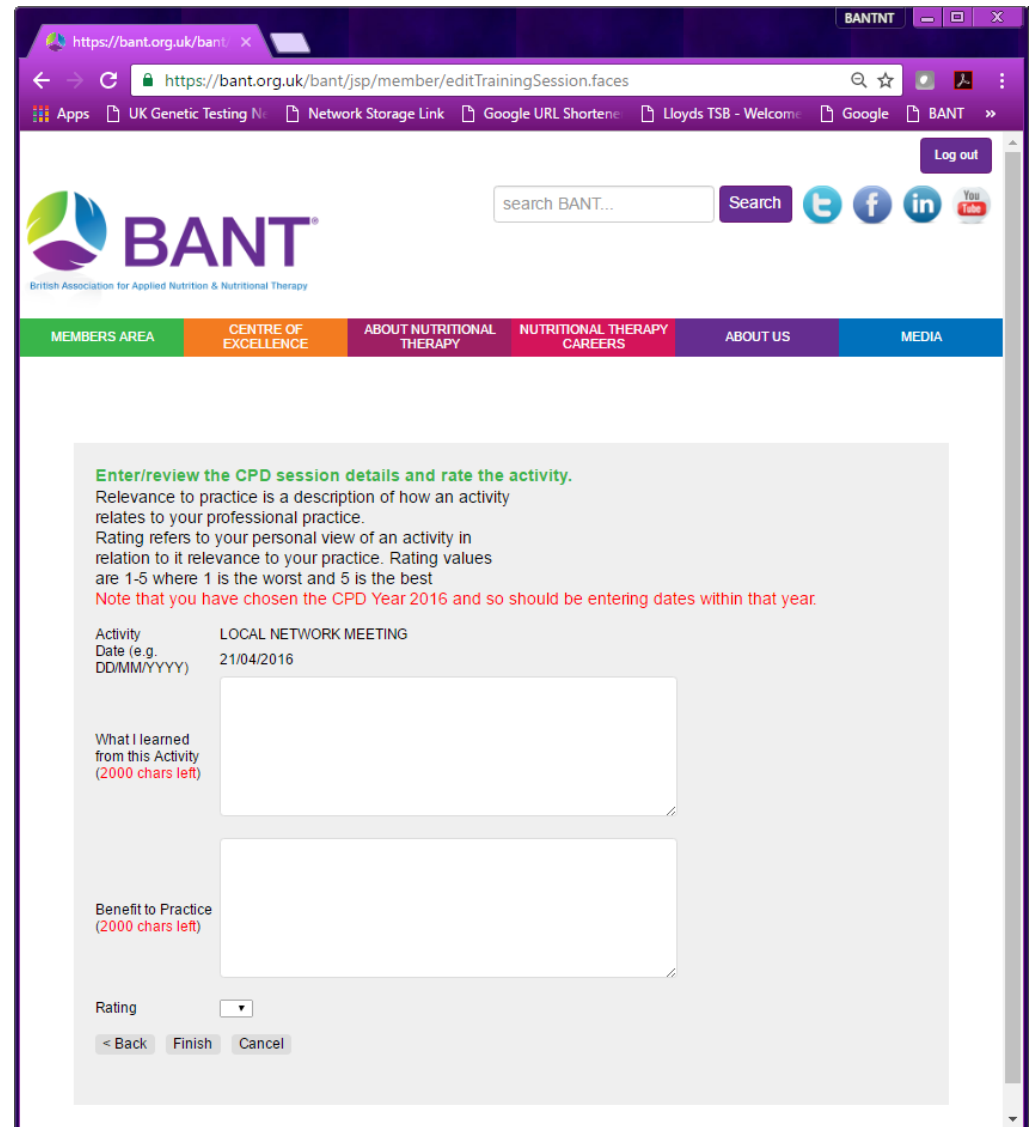
### CPD Activity Details

This is where you enter a description of how this CPD activity relates to your professional practice.

- **What I learned from this Activity** – this box needs to be completed by describing what you learned from the activity in relation to your Nutritional Therapy practice. *(Characters are limited to 2000)*
- **Benefit to Practice** – this box needs to be completed by describing how the activity benefits your Nutritional Therapy practice. *(Characters are limited to 2000)*
- **Rating** – drop down box refers to your personal view of the activity in relation to relevance to practice – value being **1** (worst) to **5** (best)

**All fields are mandatory requirements for each activity logged**

Once you are happy that all details are correct, click **Finish**



https://bant.org.uk/bant/ X

https://bant.org.uk/bant/jsp/member/editTrainingSession.faces

Apps UK Genetic Testing N Network Storage Link Google URL Shortene Lloyds TSB - Welcome Google BANT >>

Log out

search BANT... Search

**BANT**  
British Association for Applied Nutrition & Nutritional Therapy

MEMBERS AREA CENTRE OF EXCELLENCE ABOUT NUTRITIONAL THERAPY NUTRITIONAL THERAPY CAREERS ABOUT US MEDIA

**Enter/review the CPD session details and rate the activity.**  
 Relevance to practice is a description of how an activity relates to your professional practice.  
 Rating refers to your personal view of an activity in relation to its relevance to your practice. Rating values are 1-5 where 1 is the worst and 5 is the best.  
 Note that you have chosen the CPD Year 2016 and so should be entering dates within that year.

Activity: LOCAL NETWORK MEETING  
 Date (e.g. DD/MM/YYYY): 21/04/2016

What I learned from this Activity (2000 chars left)

Benefit to Practice (2000 chars left)

Rating: 1

< Back Finish Cancel

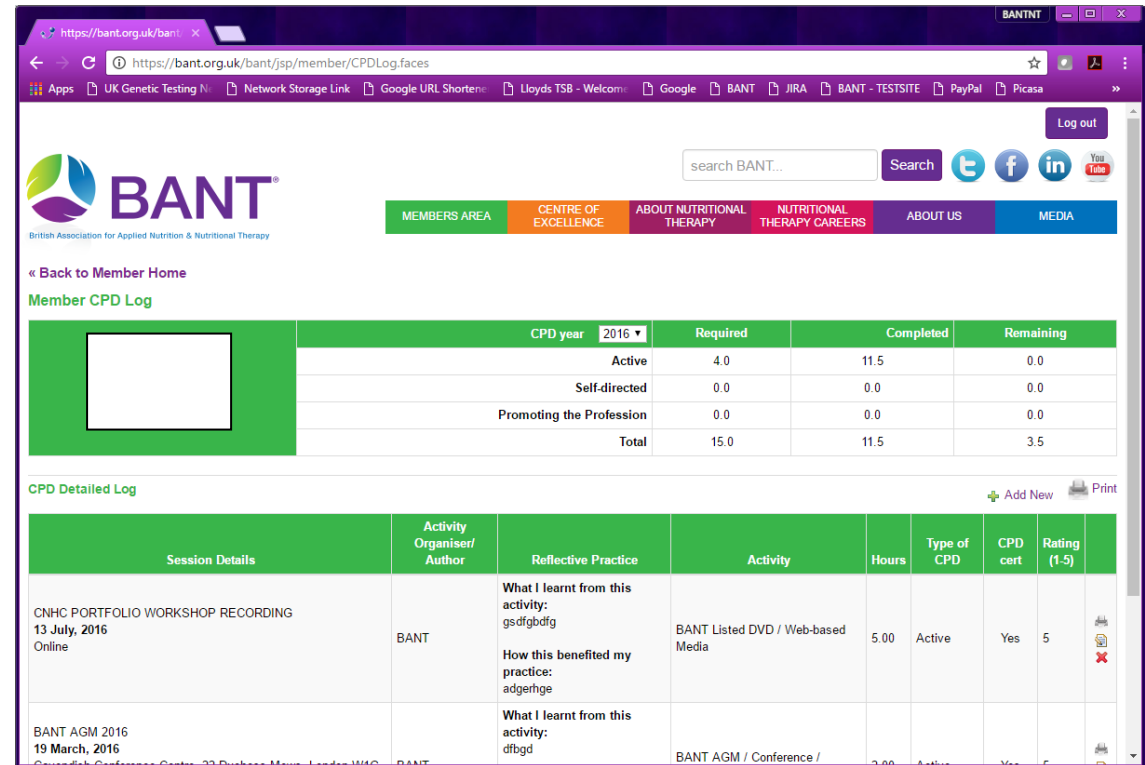
### 3. Member CPD Detailed Log

#### Screen: Member CPD Log

Once your CPD activity details have been entered, your detailed CPD Log is displayed as well as a summary table showing:

- the minimum CPD required
- total CPD hours completed (per year)
- CPD hours remaining (against minimum)
- your total hours against each CPD definition

Your CPD entries are also listed in date order with the most recent at the top.



« Back to Member Home


Member CPD Log

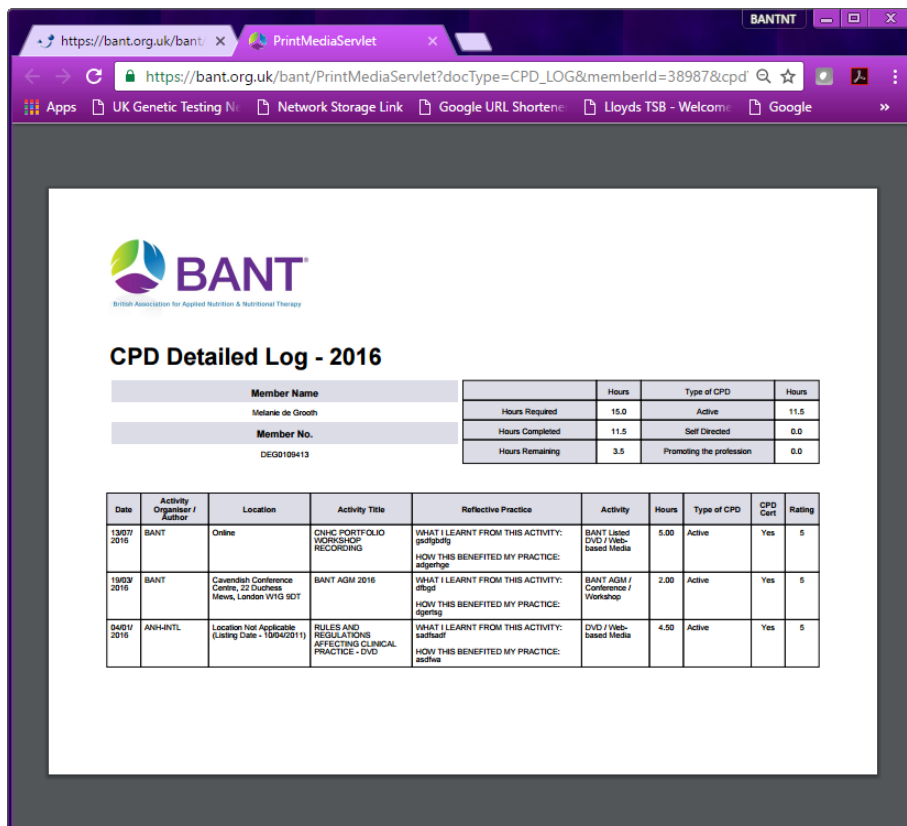
CPD year	Required	Completed	Remaining
2016			
Active	4.0	11.5	0.0
Self-directed	0.0	0.0	0.0
Promoting the Profession	0.0	0.0	0.0
Total	15.0	11.5	3.5

CPD Detailed Log

Session Details	Activity Organiser/ Author	Reflective Practice	Activity	Hours	Type of CPD	CPD cert	Rating (1-5)
CNHC PORTFOLIO WORKSHOP RECORDING 13 July, 2016 Online	BANT	What I learnt from this activity: gsdfgdfg  How this benefited my practice: adgerhge	BANT Listed DVD / Web-based Media	5.00	Active	Yes	5
BANT AGM 2016 19 March, 2016 Cavendish Conference Centre, 22 Dukes Mans, London W1G 9DT	BANT	What I learnt from this activity: dfbgd	BANT AGM / Conference /	2.00	Active	Yes	5

### 4. How to print/save your CPD report

- First select the year you wish to access from the drop down CPD Year menu
- From the Member CPD Detailed Log screen click on the **Print** option clicking  **Print** link
- A CPD Detailed Log summary is displayed (in pdf file format).
- Right click and select either
  - **Save as** (to save an online copy), or
  - **Print**



CPD Detailed Log - 2016

Member Name	Hours Required	Hours	Type of CPD	Hours
Melanie de Grooth	15.0	Active	11.5	
Member No.	Hours Completed	Hours Remaining		
DEG0109413	11.5	3.5	Promoting the profession	0.0

Date	Activity Organiser / Author	Location	Activity Title	Reflective Practice	Activity	Hours	Type of CPD	CPD Cert	Rating
13/07/2016	BANT	Online	CNHC PORTFOLIO WORKSHOP RECORDING	WHAT I LEARNED FROM THIS ACTIVITY: gsdfgdfg HOW THIS BENEFITED MY PRACTICE: adgerhge	BANT Listed DVD / Web-based Media	5.00	Active	Yes	5
19/03/2016	BANT	Cavendish Conference Centre, 22 Dukes Mans, London W1G 9DT	BANT AGM 2016	WHAT I LEARNED FROM THIS ACTIVITY: dfbgd HOW THIS BENEFITED MY PRACTICE: adgerhge	BANT AGM / Conference / Workshop	2.00	Active	Yes	5
04/01/2016	ANH-INTL	Location Not Applicable (Losing Date - 13/04/2011)	RULES AND REGULATIONS AFFECTING CLINICAL PRACTICE - DVD	WHAT I LEARNED FROM THIS ACTIVITY: adgerhge HOW THIS BENEFITED MY PRACTICE: adgerhge	DVD / Web-based Media	4.50	Active	Yes	5

## 5. Editing/Deleting a saved CPD entry

If you have saved an entry and then noticed that something is incorrect, you can either delete the entry or you can edit the entry. To edit an entry, click on the pen and paper icon in the last column on the right. To delete an entry, click on the red cross in the last column on the right.

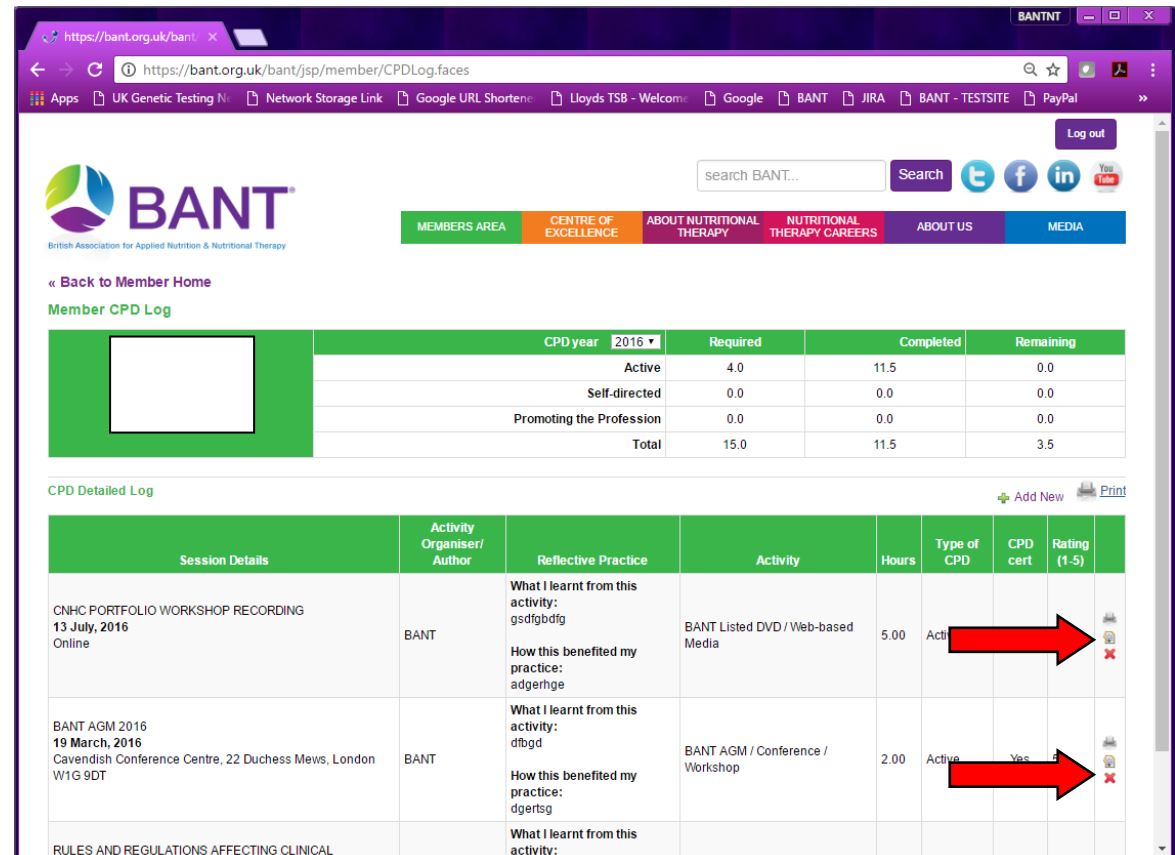
### Step 1- EDITING

Click the pen and paper icon on the last column on the right hand side.

### Step 2 - DELETING

Delete the incorrect CPD entry by clicking the **X (red cross)**

A dialog box is displayed asking you to confirm whether you want to delete the CPD session. Click **OK** to confirm the deletion.



The screenshot shows the BANT CPD Log interface. At the top, there's a navigation bar with links like MEMBERS AREA, CENTRE OF EXCELLENCE, ABOUT NUTRITIONAL THERAPY, NUTRITIONAL THERAPY CAREERS, ABOUT US, and MEDIA. Below this is a search bar and social media icons. The main content area is titled "Member CPD Log" and features a summary table for the year 2016.

CPD year	2016	Required	Completed	Remaining
Active		4.0	11.5	0.0
Self-directed		0.0	0.0	0.0
Promoting the Profession		0.0	0.0	0.0
<b>Total</b>		<b>15.0</b>	<b>11.5</b>	<b>3.5</b>

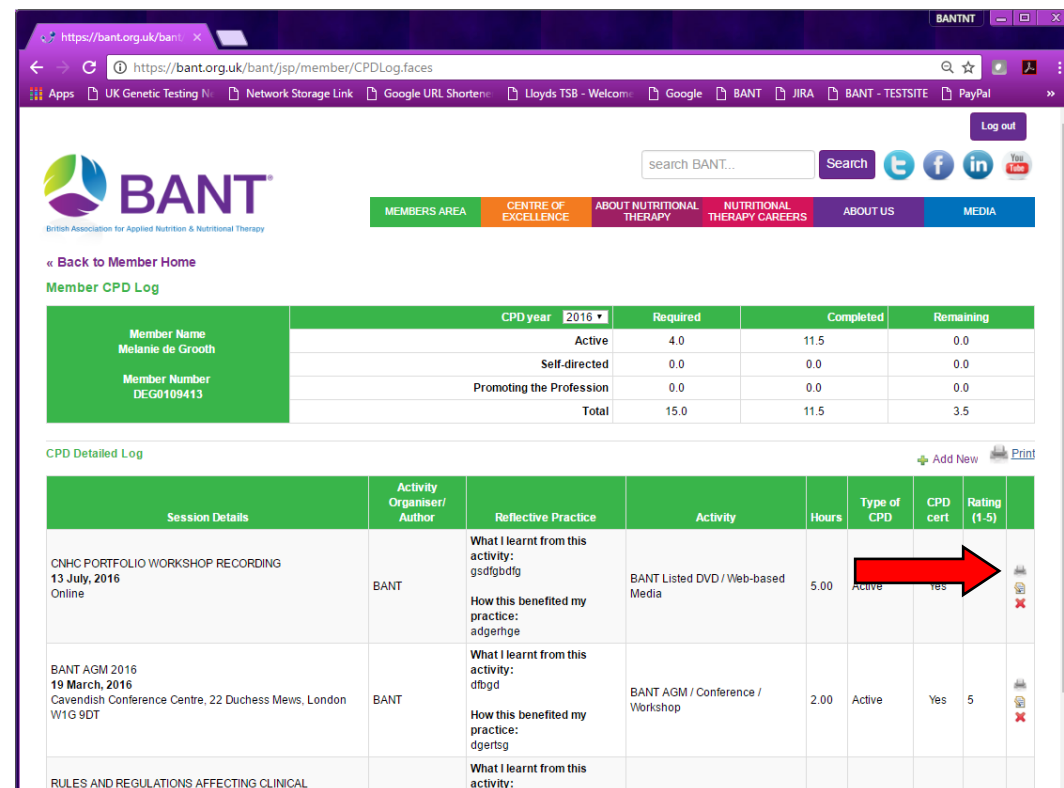
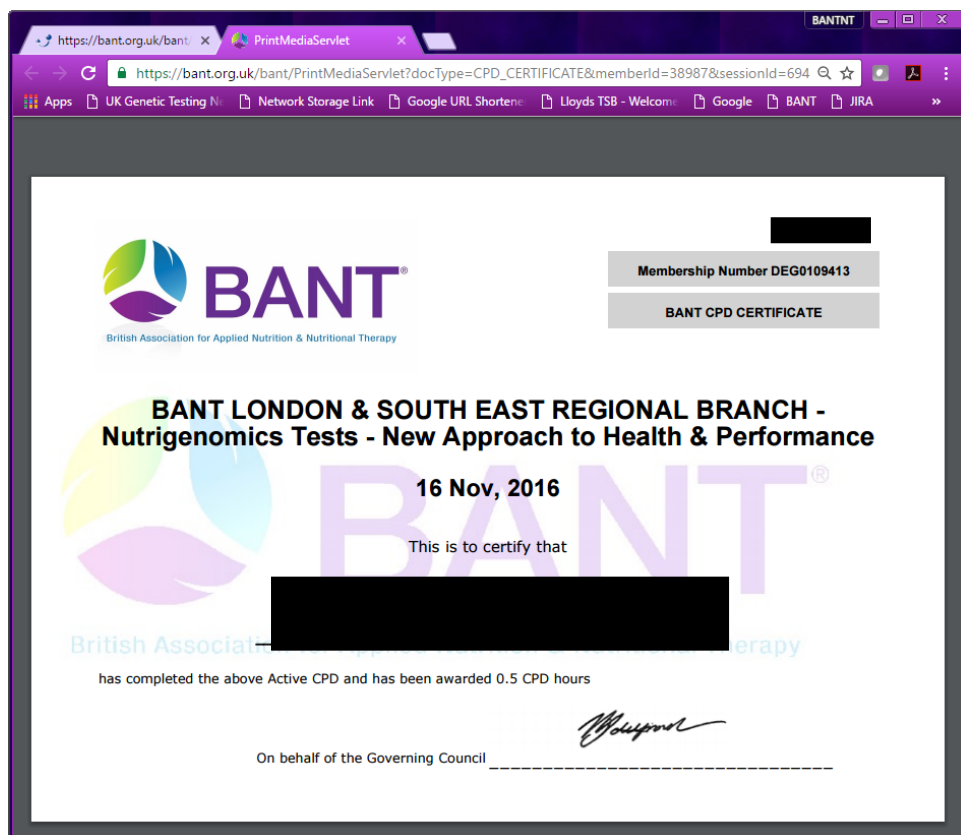
Below the summary table is the "CPD Detailed Log" section, which contains a table of individual CPD entries. Red arrows point to the delete icons (red crosses) in the final column of the table.

Session Details	Activity Organiser/ Author	Reflective Practice	Activity	Hours	Type of CPD	CPD cert	Rating (1-5)	
CNHC PORTFOLIO WORKSHOP RECORDING 13 July, 2016 Online	BANT	What I learnt from this activity: gsdfgbdg How this benefited my practice: adgerhge	BANT Listed DVD / Web-based Media	5.00	Active			
BANT AGM 2016 19 March, 2016 Cavendish Conference Centre, 22 Duchess Mews, London W1G 9DT	BANT	What I learnt from this activity: dfbgd How this benefited my practice: dgerfsg	BANT AGM / Conference / Workshop	2.00	Active	Yes		
RULES AND REGULATIONS AFFECTING CLINICAL								

## 6. Printing a CPD Certificate

If you have attended a CPD event or you have logged your own Activity event and that option for CPD certificate option was yes, you will be able to print off a CPD Certificate for this event – see screen shot below.

Please note that if you cannot see the little printer icon in the far right column, then there is no option to print your CPD certificate (see screen shot to the right)



If you have any further questions regarding the CPD Online Log system or relating to CPD activities, please email the CPD Committee at [cpd@bant.org.uk](mailto:cpd@bant.org.uk)