CAMBRIDGESHIRE
FIRE & RESCUE SERVICE
Working together to improve community safety

CONTINUAL PROFESSIONAL DEVELOPMENT

Please read carefully, consider and complete this form to apply for Continual Professional Development (CPD) payment.

This form will be kept on PRF for audit purposes within the requirements of the Data Protection Act 1998.

PERSONAL DETAILS

Name	
Role	
Payroll number	
Continuous service start date under Grey Book conditions	
Date achieved competent status	

National Standard (i): PROFESSIONAL COMPETENCE

Under this national standard, you will need to demonstrate continual professional development and results appropriate for your role. Use the tick boxes provided

Effective organisation of work to meet the demands of your role

Have you made sure that all matters relating to the processing of information are carried out in a prompt, efficient manner and in accordance with policy and procedure?

Yes ☐ No ☐

Commitment to health and safety requirements

Are you aware of the copy of your Fire and Rescue Service's health and safety requirements and where the risk assessments for your role may be obtained from your Fire and Rescue Service?

Yes ☐ No ☐

Experience

Have you applied your knowledge and understanding gained through experience?

Yes ☐ No ☐

National Standard (ii): COMMITMENT TO THE JOB

Under this national standard, you will need to show that you have, to the necessary standard, demonstrated commitment to your job in the role in which you have achieved competency and are currently in.

Commitment to achieving your Fire and Rescue Service objectives

Are you committed to achieving your required objectives within your role?

Yes ☐ No ☐

Commitment to personal and professional development

Are you committed to personal and professional development?

Yes ☐ No ☐

National Standard (iii): RELATIONS WITH PUBLIC AND COLLEAGUES

Under this national standard, you will need to indicate that you have achieved good relations with members of the public and with your colleagues.

Promoting equality, diversity and human rights in working practices

Have you promoted equality, diversity and human rights in working practices, ensuring that members of the public and your colleagues are treated fairly?

Yes ☐ No ☐

Contributing to your Fire and Rescue Service objectives, recognising the needs of all relevant communities

Do you contribute to your Fire and Rescue Service, provide a service that is responsive and sympathetic, and recognises the needs of all relevant communities?

Yes ☐ No ☐

Working as part of a team

Have you worked as part of a team?

Yes ☐ No ☐

National Standard (iv): WILLINGNESS TO LEARN AND ADJUST TO NEW CIRCUMSTANCES

Under this national standard, you will need to indicate a willingness to learn new skills and adjust to new circumstances.

Making best use of available technology

Do you make best use of available technology in support of your role?

Yes ☐ No ☐

Demonstrating an openness to change

Do you demonstrate an openness to change with a positive attitude?

Yes ☐ No ☐

DECLARATION

Once you have completed the application form, sign and date below and submit it to your line manager by 16 APRIL 2007

Applicant

I have read, considered and completed this application form and I believe I meet the eligibilty criteria to apply for CPD payment.

Applicants Signature ……Date ……..

Print name ……...

Line manager

I have discussed this form with the applicant and confirm they meet the eligibility criteria

Applicants Signature ……Date ……..

Print name ……...

Line manager's manager

I note the content of this form

Applicants Signature ……Date ……..

Print name ……...

This form must be returned to the Human Resources Group at Headquarters by 30 APRIL 2007