



Cyngor Addysgu Cyffredinol Cymru
General Teaching Council for Wales

CPD Funding Programme **April 2009 to March 2010**

Releasing the funding – Network Individual

Only the Coordinator can apply for the release of funds.
Individual Network members should provide the Coordinator with details of all expenditure incurred, such as:

- completed Supply Claim Form
- travel information (receipts for public transport, mileage if by car)
- resources (invoices/receipts if appropriate)
- other (eg additional childcare, photocopying, receipts required)

Guidance on report writing – Network Individual

The report should be no more than 1000 words and should be kept in your Professional Development Portfolio.

The report should be written using the following as side-headings.

- **Rationale** (A brief reference to the area of work you are trying to improve and why?)
- **Brief outline of the activity undertaken** (50 words)
- **The benefits brought to my work.** (What outcomes did you achieve?)
- **The evidence you used to measure the improvement?**
- **Dissemination.** (Briefly describe how you have disseminated the benefits/outcomes to others, and any future plans in this area)
- **Personal reflection on the activity** and its impact on my professional development.
For example, did you choose the right way to satisfy your need? How do you now perceive your future CPD needs? What plans have you already formulated or implemented for your CPD or teaching?

Exemplar reports can be found on our website www.gtcw.org.uk

Your report should be written and claim documentation forwarded to your Network Coordinator by the date on your 'Award Letter'.

Your report should be kept in your CPD portfolio and may be required for evaluation purposes.

If you have a problem or you require advice, please contact:
The Professional Development Team, The General Teaching Council for Wales, 4th Floor, Southgate House, Wood Street, Cardiff, CF10 1EW. Telephone: 029 2055 0350, Fax: 029 2055 0655, E-mail: cpd@gtcw.org.uk.

The Council's CPD Wales website (www.gtcw.org.uk) holds a range of information to assist teachers and others with an interest in the GTCW Professional Development Funding Programme, including guidance material and details of previous projects.