

CPD / CPE Learning Log Template

Track learning activities, evidence, hours or units, and how each activity improves your accounting work.

This downloadable resource is for general learning and organisation only. It is not tax, legal, financial or professional advice. CPD/CPE hours, certificates, exemptions, PER sign-off and qualification requirements must always be confirmed with the relevant official body, provider, employer or regulator.

How to use this log

Use one line per learning activity. Do not claim approved CPD/CPE unless the provider explicitly awards it.

- Good evidence can include certificates, attendance emails, provider pages, screenshots, notes, reflection summaries or manager confirmation.
- Record the source link and the stated hours/units where available. If no hours are stated, label your own study time clearly.

Learning log

Date	Provider / source	Activity	Topic	Hours / units	Evidence kept	Reflection / application