

# DOWNLOADING MY CPD

Once you have updated your MY CPD you can produce a professionally created CV highlighting the information within it.

You can produce this CV as either a .pdf file or as a Word document.

## Try This Yourself:

Before trying this ensure that you have logged on to the Gateway and accessed the My CPD area

- 1 Click the **Download My CPD** tab

The Download My CPD section will appear

- 2 To pick which format you would like click **Download Format**

Pick which options you would like to display in your report by using the various tick boxes and drop down lists within the form

- 3 Click **Preview**

Your CV is generated

- 4 Click **Download**

- 5 A link will now appear depending on which format you selected. Click the link to open the CV

**My CPD**

Basic Details | Employment History | Qualifications | Training History | Other Ways of Learning | Professional Membership | Performance Review | Training Needs Identified | **Download My CPD**

**Download My CPD**

Download Format: PDF (selected) | Download Template: West Sussex County Council

**Download Options**

Basic Details |  Other Ways of Learning

Employment History | All |  Professional Membership | All

Qualifications | Achieved and Progressing only |  Training Needs Identified | All

Training History | 01/07/2013 | 31/07/2015

**Preview**

**Preview** | **Download** | **Cancel**

west sussex county council

**Andy Blake**

**Contact Details**

Email: andy.blake@westsussex.gov.uk | Phone Number: [Redacted]

**Employment History**

Organisation	Job Title	Start Date	End Date
Learning & Development Delivery - L&D Operations Team		19/03/2015	
Learning & Development Delivery - L&D Operations Team		30/10/2014	19/03/2015
Learning & Development Delivery - L&D Operations Team		06/09/2014	19/03/2015
Learning & Development Delivery - L&D Operations Team		26/03/2014	19/03/2015
Learning & Development Delivery - L&D Operations Team		05/06/2013	19/03/2015
Learning & Development Delivery - L&D Operations Team		25/12/2000	19/03/2015

**Qualifications**

Title	Grade	Level	Achieved Date
Philosophy	C	Level	15/07/1998
Psychology	C	Level	08/07/1997

5

[Click Here To Download CV \(Adobe PDF\)](#)

[Click Here To Download CV \(Word Document\)](#)

## For Your Reference...

1. You can change the date range on your CV, which is useful come PDR time

## Handy to Know...

- If you produce a Word version you can tailor the CV to show specific learning or job roles