Please complete this form in order to notify us of any changes to the details currently held by City & Guilds, and return it to your local City & Guilds office.

|  |  |
| --- | --- |
| **1. Personal Details** | |
| 1.1 Title |  |
| 1.2 First Name |  |
| 1.3 Surname |  |
| 1.4 Region |  |
| 1.5 Date |  |

|  |  |  |
| --- | --- | --- |
| **2. Change to EV details** | | |
|  | **Update** | **Details to be noted / changed** |
|  | Phone number |  |
|  | Email address |  |
|  | Postal Address |  |
|  | Bank details |  |
|  | Employment status |  |
|  | Conflict of Interest |  |
|  | CPD *(see section 3 below)* |  |
|  | Other *(please note in section 4)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. CPD log**  Please indicate in the following log the events/activities you have attended which are relevant to your EV role and Continuing Professional Development. The evidence should be stored and made available to City & Guilds on request. | | | |
| Date | Event | Learning Outcome | Relevance to EV role |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **4. Other update** | |
| Update | Detail |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |