

Associate Fellow:

Record of Professional Activities

Your Record of Professional Activities (RPA) forms part of your Associate Fellowship application. It must be submitted together with your application and the supporting statement.

It is designed as the first step in developing your application and enables you to think through examples which might align with Associate Fellow requirements. You use the examples – ٢ to ٥ are advised - identified here to build your application, supported by discussions with your allocated mentor.

Your RPA should be refined following discussions with your mentor so that it gives a broad overview of examples which you have thought through and of which you can evidence their impact.

Each entry should be no more than ١٥٠ words and should identify **what you did**, **why** (this links directly with Core Knowledge and Professional Values) and should also outline **why** you needed to do something and finally the '**so what**', the impact of what you did? What changed because of your action?

You'll see that each entry needs to be mapped through to relevant Areas of Activity, Core Knowledge and Professional Values, and to the Descriptor itself.

There are no absolute rules regarding the numbers of entries, but between three and five are suggested, noting that the examples should be drawn from the last three years. If you have examples that are a little older, do discuss them with your mentor. It might be possible to include them.

RPA Template (Associate Fellow – D1)

	The Activity	Time Frame	Areas of Activity Please identify	Core Knowledge Please identify	Professional Values Please identify	D1,1 Tick if example is aligned	D1,2 Tick if example is aligned	D1,3 Tick if example is aligned
١	What you did? Why? Impact?							
٢	What you did? Why? Impact?							
٣	What you did? Why? Impact?							
٤	What you did? Why? Impact?							
٥	What you did? Why? Impact?							