#### ANNUAL T&D REPORT

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| Trainee Name : |  |
| Mentor Name: |  |
| For year ending: |  |

Guidance on completing your Annual Report can be found in the CIBSE T&D Manual for Trainees.

Please submit a copy of your Quarterly Activity Record alongside this document to your mentor for singing off.

The Annual Training and Development report should provide a summary of activities since submitting your T&D registration or the last annual report. These can include: project work, research, training etc. with the competencies achieved by the activities listed.

Please include your own evaluation of these activities, for example:

* Strengths and weaknesses identified;
* Your own observations on progress;
* Future opportunities and difficulties you foresee;

|  |  |  |
| --- | --- | --- |
| No.  | Activity | Competency |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

#### Mentor’s Comments:

Please give your general comments on the progress to date of this trainee, covering:

* Observations in what the trainee has achieved in this period;
* Opportunities for further learning;
* Advice on the competencies achieved

|  |  |
| --- | --- |
| No.  | Activity Mentor Comments |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| Signed for record: |