



Please read the CPD Brochure before using these guidance notes. In summary, CPD involves the creation of an annual Development Plan and the recording of your progress on the Development Record. There are 4 stages to CPD which you are encouraged to repeat every 12 months;

### **Stage 1 - Training Needs Analysis**   **Stage 2 - Development Plan**   **Stage 3 - Development Record**   **Stage 4 - Review Progress**

#### **Stage 1 – Training Needs Analysis**

Before writing or recording anything, take some time to think about your year ahead and the skills you have. Now consider how you will need to equip yourself to fulfil those tasks in the coming year.

Undertake an audit of your personal and professional skills and competencies using the 'Training Needs Analysis' template so that you can identify areas of:

- **Areas of strength**
- **Areas where you have little or no experience and will need further training and development**
- **Areas which need refreshing**

Your Job Description and Person Specification could also provide useful checklists, and you may wish to reflect upon the following:

- the parts of the job in which you excel
- particular contributions you have made
- any important initiatives you have led
- aspects of your work that prevent you from achieving your goals
- the main challenge in your present or possible future role
- the parts of your present role you may want to develop
- the skills and qualities that you have which are not fully utilised
- the skills and qualities that you need to develop
- the kind of support that would enable you to maximize your role

Having completed the 'Training Needs Analysis' template, now identify 4 to 6 key skills or areas to form the basis of your Development Plan.

#### **Stage 2 – Development Plan**

Next consider which of the following 4 types of activity would best assist you in meeting your training needs identified in Stage 1;

**Type 1 – Training & Development Events and Qualifications**

**Type 2 – Work-Related Activities**

**Type 3 – Reading**

**Type 4 – Supporting Others**

A valid Development Plan needs 12 or more CPD points and must have at least one activity of type 1 and type 2. Only one activity of type 3 will count towards your CPD points. Type 2 can only count up to 50% of the total CPD points for the Plan. The CPD Brochure specifies how many CPD points each activity earns.

Now complete the following sections of the Development Plan:

- 1. What do I want to achieve/learn?** – This is a free-text field. Ideas should come from your 'Training Needs Analysis'.
- 2. Activity** – Choose from the wide range of activities categorised in the tables of the CPD brochure.
- 3. Resources/support required?** – This is a free-text field in which you detail what support you will need to achieve your activity; this might include help from individuals/organisations, time away from work to carry out the activity or financial assistance.
- 4. Success criteria?** – This is a free-text field in which you detail how you will know whether you have achieved your activity. Think about how you will measure successful completion; this may include whether the activity will benefit you, your council or your community at large and to what extent.
- 5. Target date for completion** – This is a date field in which you input the expected date you intend to complete the activity. Always give yourself more than enough time (the emphasis is on achievable goals). If you do not complete this box, a default date of the last day of your Development Plan year should be used.
- 6. CPD points value** – This is automatically determined from the table in the CPD brochure for the 'Activity' specified. You will, need to self-award CPD Points for a 'Work-related' Activity.
- 7. Date completed** – This is a date field in which you input the date your activity was completed. When this is done, the completed Activity will be recorded in your Development Record.

## Stage 3 - Development Record

The Development Record is designed as a permanent log of completed activities from your Development Plan. This will not only provide you with a comprehensive list of your personal, professional and academic achievements which are linked to your work with local councils, but will also form a useful basis for discussions with your employer and colleagues regarding your work and the potential for future training needs.

Your Development Record allows you to reflect upon whether the activities you identified in your Development Plan, fulfilled your training needs wholly, partially or not at all and whether you feel there is some further action required.

There are a number of fields in the Development Record as follows:

- 1. Date completed** – This will be copied from the Development Plan.
- 2. Activity** – This will be copied from the Development Plan.
- 3. Why was this important?** – This is a free-text field in which you detail why the completion of this activity was important. This may include whether it has changed the way you work, what benefit it has had to you, your council or the community at large, how relevant it has been to your work.
- 4. What did you achieve/learn?** – This is a free-text field in which you detail the experience gained from the activity, what you learnt and whether it fulfilled your expectations.
- 6. Any further action required?** – Another-free text field in which you detail whether you feel any further training is required to meet your training needs. **This field will form the basis for some of your future training needs, possibly in next year's Development Plan.**
- 7. CPD points value** – This will be copied from the Development Plan.

## Stage 4 - Review Progress

It is important to review your CPD progress regularly because it isn't always possible to plan ahead comprehensively. New activities can be added during the development year and old activities removed, to ensure that your Development Plan remains valid. Your Development Plan is an evolving list of potential activities, many of which will be completed, but some might not....

Be prepared to take a few risks by:

- Undertaking activities that you would not normally consider
- Exploiting unexpected opportunities when they arise
- Planning ahead and being creative
- Stretching yourself a little!

### Tips:

- (i) Review the Example Development Plan and Development Record insert sheets supplied within the pocket of the CPD Brochure.
- (ii) The latest CPD Brochure and inserts, supplied in PDF format, can be downloaded (see below).
- (iii) An Online version of CPD is being developed for release early in 2008, meanwhile you may wish to download a basic Excel spreadsheet for recording your Development Plan.
- (iv) For all downloads, go to [www.slcc.co.uk/cpd](http://www.slcc.co.uk/cpd) or [www.nalc.gov.uk/cpd](http://www.nalc.gov.uk/cpd)

### Further assistance:

Please contact:- National Training Manager at SLCC, email [cpd@slcc.co.uk](mailto:cpd@slcc.co.uk) or Learning and Skills Manager at NALC, email [cpd@nalc.gov.uk](mailto:cpd@nalc.gov.uk)

