

**CPD Review and Action Plan 2021**

A mandatory CPD process applies to all ACRs. No matter how long you have been in professional practice you will have a responsibility to keep up to date and to learn something from every project or activity you undertake. In the professional community this learning is seen as ‘Continuing Professional Development (CPD)’. Recording CPD is a systematic approach to professional learning. It recognises that everyone has different learning needs. To address those needs you must plan ahead. The principle of CPD is that it should be an ongoing or a career-long process. In brief, CPD is the process whereby you undertake **self appraisal** to identify what areas in your learning you want to develop; **plan** what you need to do and how you will make this learning happen; and then after the learning event **reflect** on the experience; this in turn will help you identify and plan for the next steps or new learning opportunities. By this continuous cycle of self appraisal, action and reflection your professional development is continually improved. By using a CPD log you record your learning achievements and plan and reflect on how you achieved them.

The CPD Review and Action Plan form is a continuation of the [CPD log](https://icon.org.uk/training/continuing-professional-development) available to all Icon members on the Training pages of the Icon website. In order to maintain the high standard of Icon Accreditation, each year a number of ACRs are asked to submit a review of their CPD learning to Icon.

As you have been asked by Icon to submit examples of your CPD, please complete this CPD Review and Action Plan Form, and send the completed form to [chloe.gerrard@icon.org.uk](mailto:chloe.gerrard@icon.org.uk) no later than **6 July 2021.**

**PLEASE NOTE that you need to submit evidence of your specific personal and professional development from the review period.** Use as many professional activity tables as you need BUT don’t feel you need to use all the professional activity tables provided.

The CPD review process is confidential and CPD readers will not have the same specialism as you.

**Submitting your CPD Review and Action Plan**

Please use the form below to record your CPD aims and your reflections on whether you achieved them. Each Professional Activity table in section 2 should record one CPD goal. Use the individual Future Learning Activity tables as your action plan in section 3 to show future goals and provide a specific time frame for when you aim to achieve them. (There is an example CPD review in the Guidance).

**YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | | |
| **Previous name** |  | | |
| **Icon Membership number** |  | | |
| **Period covered** |  | | |
| **Specialism at PACR application** |  | | |
| **Current specialism, if different from above** |  | | |
| **Sector at PACR application** | Private / commercial | &/or | Public / institutional |
| **Current sector if different from above** | Private / commercial | &/or | Public / institutional |
| **Briefly explain any changes in specialism / sector and how they relate to your new role** |  | | |

**Section 1 WORK / CONTEXT**

Please provide brief description of the context of your work during the period of this CPD review (the last two years unless you have been asked to resubmit a review from last year)

|  |  |  |
| --- | --- | --- |
| **Job title** | **Dates** | **Briefly describe the context of your practice during the review period. What you personally do within the main areas of your own work and responsibilities.** |
| [*most recent at top*] |  |  |
|  |  |  |
|  |  |  |

**Section 2 SELF-APPRAISAL : PLAN : ACT : REFLECT**

|  |
| --- |
| **Please use this space to refer to your previous action plan for the last two years. You can also use this space to explain/reflect on any critical factors that have impacted in this CPD review submission.** |

Using your CPD log please complete one table for each CPD goal to describe and reflect on a selection of your professional development activities over the last 12 months to 2 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Development Activity 1** | | | | |
| **Title of Activity** |  | | **Date Identified** | |
|  | |
| Self-appraisal (aim) | | | | |
| **What skills / knowledge gaps you identified** |  | | | |
| Plan (objective) | | | | |
| **What you did / have planned to do to fill the gaps** |  | | | |
| Act | | | | |
| **Date by which you planned to / did fill the gaps** | **Activity** | **Target date** | | **Completed** |
|  |  | |  |
| Reflect | | | | |
| **Did you achieve your objectives?** |  | | | |
| **What did you learn?** |  | | | |
| **How has it impacted on your work / career / you personally?** |  | | | |
| **How have you used this learning within and beyond the profession?** |  | | | |
| **Will you use this learning within and beyond the profession?** |  | | | |
| **Did you need to identify and plan another CPD record from this activity? Have you noted it in your future action plan?** |  | | | |

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| --- | --- | --- | --- | --- |
| **Professional Development Activity 2** | | | | |
| **Title of Activity** |  | | **Date Identified** | |
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| Self-appraisal (aim) | | | | |
| **What skills / knowledge gaps you identified** |  | | | |
| Plan (objective) | | | | |
| **What you did / have planned to do to fill the gaps** |  | | | |
| Act | | | | |
| **Date by which you planned to / did fill the gaps** | **Activity** | **Target date** | | **Completed** |
|  |  | |  |
| Reflect | | | | |
| **Did you achieve your objectives?** |  | | | |
| **What did you learn?** |  | | | |
| **How has it impacted on your work / career / you personally?** |  | | | |
| **How have you used this learning within and beyond the profession?** |  | | | |
| **Will you use this learning within and beyond the profession?** |  | | | |
| **Did you need to identify and plan another CPD record from this activity? Have you noted it in your future action plan?** |  | | | |

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| --- | --- | --- | --- | --- |
| **Professional Development Activity 3** | | | | |
| **Title of Activity** |  | | **Date Identified** | |
|  | |
| Self-appraisal (aim) | | | | |
| **What skills / knowledge gaps you identified** |  | | | |
| Plan (objective) | | | | |
| **What you did / have planned to do to fill the gaps** |  | | | |
| Act | | | | |
| **Date by which you planned to / did fill the gaps** | **Activity** | **Target date** | | **Completed** |
|  |  | |  |
| Reflect | | | | |
| **Did you achieve your objectives?** |  | | | |
| **What did you learn?** |  | | | |
| **How has it impacted on your work / career / you personally?** |  | | | |
| **How have you used this learning within and beyond the profession?** |  | | | |
| **Will you use this learning within and beyond the profession?** |  | | | |
| **Did you need to identify and plan another CPD record from this activity? Have you noted it in your future action plan?** |  | | | |

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| --- | --- | --- | --- | --- |
| **Professional Development Activity 4** | | | | |
| **Title of Activity** |  | | **Date Identified** | |
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| Self-appraisal (aim) | | | | |
| **What skills / knowledge gaps you identified** |  | | | |
| Plan (objective) | | | | |
| **What you did / have planned to do to fill the gaps** |  | | | |
| Act | | | | |
| **Date by which you planned to / did fill the gaps** | **Activity** | **Target date** | | **Completed** |
|  |  | |  |
| Reflect | | | | |
| **Did you achieve your objectives?** |  | | | |
| **What did you learn?** |  | | | |
| **How has it impacted on your work / career / you personally?** |  | | | |
| **How have you used this learning within and beyond the profession?** |  | | | |
| **Will you use this learning within and beyond the profession?** |  | | | |
| **Did you need to identify and plan another CPD record from this activity? Have you noted it in your future action plan?** |  | | | |

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| --- | --- | --- | --- | --- |
| **Professional Development Activity 5** | | | | |
| **Title of Activity** |  | | **Date Identified** | |
|  | |
| Self-appraisal (aim) | | | | |
| **What skills / knowledge gaps you identified** |  | | | |
| Plan (objective) | | | | |
| **What you did / have planned to do to fill the gaps** |  | | | |
| Act | | | | |
| **Date by which you planned to / did fill the gaps** | **Activity** | **Target date** | | **Completed** |
|  |  | |  |
| Reflect | | | | |
| **Did you achieve your objectives?** |  | | | |
| **What did you learn?** |  | | | |
| **How has it impacted on your work / career / you personally?** |  | | | |
| **How have you used this learning within and beyond the profession?** |  | | | |
| **Will you use this learning within and beyond the profession?** |  | | | |
| **Did you need to identify and plan another CPD record from this activity? Have you noted it in your future action plan?** |  | | | |

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| --- | --- | --- | --- | --- |
| **Professional Development Activity 6** | | | | |
| **Title of Activity** |  | | **Date Identified** | |
|  | |
| Self-appraisal (aim) | | | | |
| **What skills / knowledge gaps you identified** |  | | | |
| Plan (objective) | | | | |
| **What you did / have planned to do to fill the gaps** |  | | | |
| Act | | | | |
| **Date by which you planned to / did fill the gaps** | **Activity** | **Target date** | | **Completed** |
|  |  | |  |
| Reflect | | | | |
| **Did you achieve your objectives?** |  | | | |
| **What did you learn?** |  | | | |
| **How has it impacted on your work / career / you personally?** |  | | | |
| **How have you used this learning within and beyond the profession?** |  | | | |
| **Will you use this learning within and beyond the profession?** |  | | | |
| **Did you need to identify and plan another CPD record from this activity? Have you noted it in your future action plan?** |  | | | |

Add table(s) if required but no more than two.

**Section 3 FUTURE LEARNING ACTIVITIES (ACTION PLAN)**

What **new** professional development goals have you identified?

How and when will you action them?

|  |  |  |
| --- | --- | --- |
| **Future Professional Development Activity 1** | | |
| **Title of Activity/Goal** |  | Date identified |
|  |
| Goal (aim) | | |
| **What skills / knowledge gaps you have identified** | *[insert what you hope to achieve]* | |
| Action (objective) | | |
| **What you plan to do to fill the gaps** | *[insert brief outline of what you intend to do to achieve your goal]* | |
| Target date | | |
| **Date by which you plan to fill the gaps** | *[insert specific dates by or time-frame in which you hope to achieve your goal]* | |

|  |  |  |
| --- | --- | --- |
| **Future Professional Development Activity 2** | | |
| **Title of Activity/Goal** |  | Date identified |
|  |
| Goal (aim) | | |
| **What skills / knowledge gaps you have identified** | *[insert what you hope to achieve]* | |
| Action (objective) | | |
| **What you plan to do to fill the gaps** | *[insert brief outline of what you intend to do to achieve your goal]* | |
| Target date | | |
| **Date by which you plan to fill the gaps** | *[insert specific dates by or time-frame in which you hope to achieve your goal]* | |

|  |  |  |
| --- | --- | --- |
| **Future Professional Development Activity 3** | | |
| **Title of Activity/Goal** |  | Date identified |
|  |
| Goal (aim) | | |
| **What skills / knowledge gaps you have identified** | *[insert what you hope to achieve]* | |
| Action (objective) | | |
| **What you plan to do to fill the gaps** | *[insert brief outline of what you intend to do to achieve your goal]* | |
| Target date | | |
| **Date by which you plan to fill the gaps** | *[insert specific dates by or time-frame in which you hope to achieve your goal]* | |

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| --- | --- | --- |
| **Future Professional Development Activity 4** | | |
| **Title of Activity/Goal** |  | Date identified |
|  |
| Goal (aim) | | |
| **What skills / knowledge gaps you have identified** | *[insert what you hope to achieve]* | |
| Action (objective) | | |
| **What you plan to do to fill the gaps** | *[insert brief outline of what you intend to do to achieve your goal]* | |
| Target date | | |
| **Date by which you plan to fill the gaps** | *[insert specific dates by or time-frame in which you hope to achieve your goal]* | |

Add as many tables as you require.

**Please add your name and the date in the declaration below before submitting your form**

|  |
| --- |
| **ACR Declaration and Submission**  I declare that the CPD records submitted for review in accordance with the terms of Icon Accreditation have been planned and prepared by me and are a truthful record of my continuing professional development.  Name: Date: |

End of CPD Review and Action Plan Form (2020)