**Planning and Evaluation Document: Planned Activities**

|  |  |
| --- | --- |
| Name:  | Licence Number:  |

|  |
| --- |
| **Reflect**: 1. **What do you believe are your core development areas for the year ahead?**
2. **How are these learning areas relevant to you or your practice?**
3. **Is there any other knowledge or skill you would you like to develop within the next 12 months?**
4. **How would this knowledge or skill have a positive impact on your work and practice?**
5. **Tick one or more of the methods that you have used to identify what you need to learn?**

 Audit Appraisal  Feedback from users of service  Peer review/talking to colleagues Reading Personal interest OtherIf other please explain: |
| **Plan**:1. **When will you need to have achieved this area of learning?**
2. **What CPD activity could you undertake in order to achieve this?**
3. **What is your learning objective for the planned learning activity?**
4. **To what extent do you think the activity will address the areas identified for development?**
 |
| **Implement**:

|  |
| --- |
|  |

1. **When did you complete the activity outlined in your plan?**
2. **What activity did you complete?**
 |
| **Evaluate:**1. **What did you learn?**
2. **How far did the activity meet your learning objectives?**
3. **How have you used what you have learnt? Or if you have not yet applied the learning in practice, how do you expect to apply it in the future?**
4. **If the activity did not meet your development need, what further CPD are you planning to meet this need?**

|  |
| --- |
|  |
|  |

 |

I declare the information provided in this CPD record is true and accurate.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_