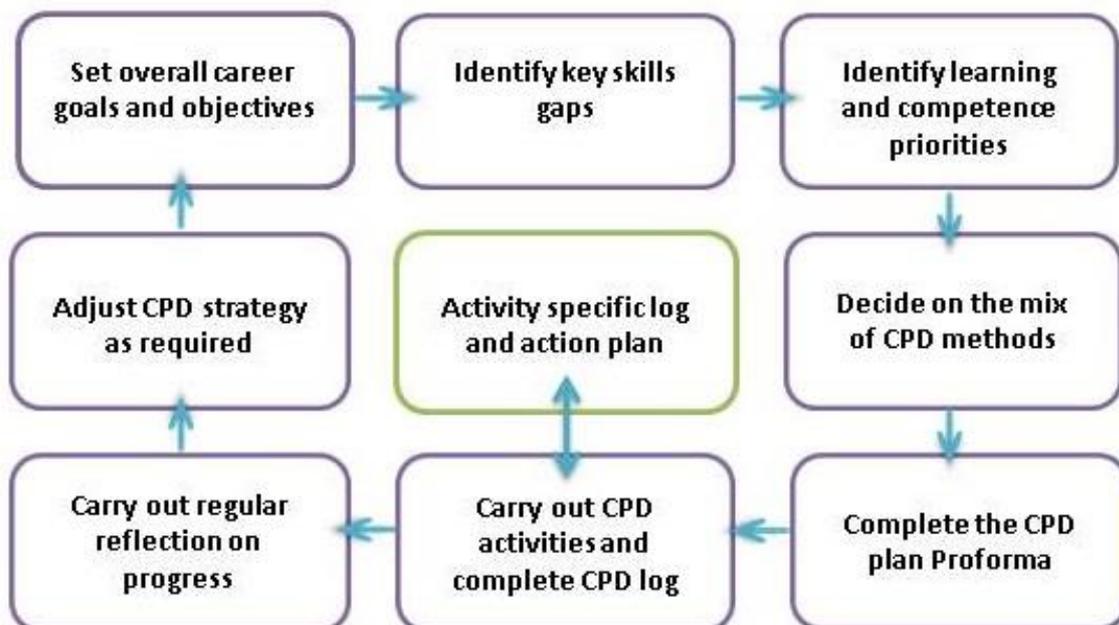


GUIDANCE NOTES – DEVELOPING YOUR CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PLAN

Guidance on developing your CPD Plan

No matter what stage of your career you are at, Continuing Professional Development (CPD) is an important part of every professional's life and a CPD plan is important to maintaining your professional standing. This plan is a vital document in effective CPD. The objective of a CPD plan is to provide a concise summary of your identified development needs and how they will be met over the next two years. Longer term aims (i.e. up to 5 years) can be included but it is generally best to break them down into a series of intermediate, shorter term objectives that build-up to the eventual goal.

You may find it helpful to carry out your CPD preparation at the same time as your annual appraisal/review as part of your job. This way you can build in objectives and ideas for further training and development with the backup of a CPD plan. Alternatively, if you are thinking of applying for a promotion or a new job, it may be advantageous for you to go through the CPD planning process to help you reach your career goals. The diagram below helps explain the steps that you need to take to prepare, implement and monitor your CPD plan. This is a key tool to ensure CPD activity is of real value to your goals and ensures what you are learning is put into practice:



Developing and implementing an individual CPD Plan

The importance of setting clear objectives

The number of objectives varies from person to person, and will often depend on their role in an organisation. The recommended number of objectives is between one and six, depending on complexity. It is important to remain focused and keep your CPD plan simple and easy to use. Within your CPD plan you should encourage the setting of SMART objectives:

1. *Specific* – objectives should specify exactly what you want to achieve;
2. *Measurable* – you should be able to measure whether they are meeting the objectives or not;
3. *Achievable* – the objectives set must be attainable by you within the time-scale chosen;
4. *Realistic* – the objectives must be able to be reached with the resources you have at your disposal; and
5. *Time-related* – there must be a target date for achievement of the set objectives.

How am I going to achieve this?

Having identified SMART objectives, decide how you are going to achieve them. The method you choose should be appropriate to the objective. Ask yourself questions like: Where do I learn best? What support/materials do I prefer to use? How do I learn best? What level of competence do I want to reach? Who will I be able to go to for mentoring and advice?

How will I judge my success?

You must set some indicator of satisfactory achievement - how else will you know when you have achieved your objective? This might be the achievement of some particular qualification, the ability to perform a certain task unaided or some other quantifiable outcome. This relates to the “measurable” aspect of SMART objectives.

Thinking strategically about your CPD plan

To help you develop your approach to CPD, the following steps may be helpful:

Stage 1	Review	Assess your personal and professional experience and current competencies to identify priority areas for development and to keep track of what you have already achieved.
Stage 2	Planning and setting your goals	Set objectives for appropriate learning, together with priorities and timescales. Twelve months is generally a good timeframe, within which smaller targets can be identified to fit in with other commitments. At this stage you could work with CILT, with a mentor, on your own or with your employer (as appropriate).
Stage 3	Development activities	Plan a range of learning activities to meet your development needs. Look for opportunities to build these activities into other aspects of your life. for instance, day-to-day work experiences, membership of CILT and of other organisations and your wider non-work related activities.
Stage 4	Evaluate the outcomes	<p>Keep a record of your learning activities and achievements. You should include a realistic assessment of the extent to which the objectives you set at Stage 2 have been achieved. It is no longer enough to claim vaguely that you have 'learnt on the job'.</p> <p>To gain full benefit, you also need to make sure the results of your learning are properly recorded and measured in some way. This evidence can then be built into your future CPD reviews, and can also be used in support of applications for promotion, a new job and, if applicable, professional upgrading to Chartered status.</p>

Thinking about the way you learn and grow professionally

It is important that you think about the whole CPD cycle of planning, learning, reviewing/reflecting and action - rather than just focus on the learning part as the key element. The methods you choose to use for learning are also important and should be balanced so that CPD does not become reliant on one or two types of learning (e.g. reading and attending a conference). This could slow down the rate of skill development and might mean you focus too narrowly on a specific type or source of activities for your CPD.



The Plan - Do - Reflect - Act cycle for each CPD activity

Maintaining balanced CPD activities including interaction, challenge, team working as well as more focused self-learning and research, is a good way for any professional to keep a fresh outlook on their career development.

For each activity you undertake consider how the CPD experience matched up against the objectives you set yourself, and think about how the whole experience (e.g. speakers, lunchtime conversations, forming a mentoring relationship with a more experienced professional) has benefitted you.

Strengths, Weaknesses, Opportunities, Threats (SWOTs) analysis

To help prepare your CPD plan an assessment of the gaps and challenges in your competence and experience will be useful. A template for self-assessing your current skills and future development needs is available, and follows a SWOT approach.

This analyses the strengths, weaknesses, future opportunities or threats you face and how this impacts on your long term career path.

This will not be 'extra' work for you as you can draw on evidence from your last job appraisal, manager meeting, CV or job description to help the process. As part of the SWOT assessment it is helpful for you to think about the way in which you learn – audio, visual or through action – so when you fill out your CPD plan you are also looking for the right type of training and development activities to match your learning style.

[Please see the Self Audit Tool](#)

Thinking about technical, managerial, leadership and other development areas

If you are moving up the career ladder from a university degree/postgraduate qualification into work, or have just completed general industry/vocational training, it may be too early to make long term decisions about where you want to go in the future.

If you have a clear cut vision on your future career (e.g. technical expert, management, strategic leadership) then CPD activities can be quite easily planned to fit in with your overall goals.

However your personal career development may be more about testing and experimenting with different roles and activities, so you can begin to identify specific areas of interest that will sustain your motivation long term. CPD can equally support you as no experience is wasted, but care must be taken to think about the type and scope of CPD record so it does not become a random shopping list of development opportunities. In these cases it may help you if you consider your personal strengths and the things you enjoy doing (e.g. presenting, negotiating, and working with a large team) rather than focus on the specific job role you are in.

CILT Events and Courses

CILT can help you accrue CPD hours through attendance at our events or participating on our courses. Wherever a CPD hour allocation has been advertised on an event or course, see the below logo, there is experiential and knowledge transfer which could be applied to your own CPD log. It is important that the events and courses are relevant to your own progression and CPD plan which you have created; otherwise it poses no real value.



Guidance and help with your CPD plan

If you require any further advice please contact

The Professional Development Team

E: pd@ciltuk.org.uk

W: www.ciltuk.org.uk

CILT(UK) members have access to their own CPD tracker on the CILT(UK) website. Through the **MY CILT** area of the website:

www.ciltuk.org.uk Log in → My CILT → My Account → My CPD

Developing your CPD Plan

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PLAN TEMPLATE

It is The Chartered Institute of Logistics and Transport's policy that applications for Chartered Fellow, Chartered Member and Member are accompanied by a CPD Plan covering the forthcoming 2 years. This form is designed to help you summarise your CPD Plan, if you already have a CPD Plan of your own or e.g. a Career Development Plan, this may be submitted instead on the condition it meets CILT requirements. **Please refer to the guidance notes to help you complete the proforma.** Add additional rows if you have extra objectives and you can split the rows up into short, medium and longer term objectives.

Objectives – what do I want / need to learn?	Action – What will I do to achieve this?	What resources / support do I need	Measurement – What will my success criteria be?	Application - How will I reflect on what I have learnt and apply it to my daily practice?	Target dates for review / completion