

Example CPD plan and record - Software Developer

This record is an example and can be amended to suit your circumstances. If your organisation already has a way of recording learning and allows you to record your thoughts on any CPD activity, you can use that instead. If your organisation doesn't have regular performance appraisals or plan training, you can find advice on planning your CPD here

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|----------------|-------------------------------|
| Dates covered: | December 2022 - November 2023 |
| Name: | Firstname Lastname |
| Job title: | Developer |

| Skills or knowledge that you plan to gain | Type of CPD activity you have chosen | Details of the CPD you carried out (publications read, course title, general discussion etc.) | Date | Reflection/ thoughts. (For guidance on reflection, please see below) | What's next? |
|--|--|---|---------|--|---|
| Maintain my certifications | Exam | I've kept up with changes in <certifications>, so just sat the exams again | (dates) | I passed the exam, but got a question on <topic> wrong, so I need to go back and read up on that. | Read the <topic> part of the manual |
| I want to sell consultancy services to clients in a more profitable sector, but I haven't decided where to look yet. | Mainly desktop research: which industries are growing at the moment and can afford consultants | I read the business press and reports from investment banks to see which sectors they think are doing well. | (dates) | I know a bit about some of the sectors that are doing well, but I know the most about <sector> and think I would be more credible when talking to those clients. | Find out more about <sector> and see if there's a market for my skills. |
| I need to know what software <sector> uses and whether I can compete with or tailor it. | Research: is there off the shelf software used by <sector> | I started with desktop research and then went found some online forums for <sector> managers. | (dates) | The online forums were the most useful source of information. There's a lot of choice in off the shelf software, but users seem to use combinations because no single software provides all of the features they want. When I read the forums it looked like a lot of developers struggle to communicate clearly with their clients. I think the sector I've chosen will be less problematic, but if I have any difficulty I'll look at developing communication skills. | I can move on to marketing my services now, so I don't need more CPD on this. |
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Some guidance on reflection

"Reflection" is used to mean deeper thinking about a learning activity. It's common for educational institutions to use reflection as a way to help learners memorise knowledge and practice new skills

You don't need to answer all of these questions, but the following are useful prompts to help you reflect on the CPD activity:

What are the most important things I learned from this CPD activity?

Did I agree or disagree with anything that was stated?

Will it change how I work, or did it reinforce what I do?

Did they help me towards my career goals?

Do I want to change my CPD plans or goals as a result of what I learned?

Is there anything I think I need to know more about?

What do I want to do next?