**Planning and Evaluation Document: Planned Activities**

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| Name: | Licence Number: |

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| **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   Other  If 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_