



Continuing Professional Development Plan

2015

Continuing Professional Development (CPD) Plan

When planning to participate in activities as part of the CPD Program, it is important to consider how selected CPD activities will contribute to your broader professional development throughout the year and over continuous years. Having a well thought out CPD plan can help you focus on your personal learning goals. Having a targeted CPD plan can make your professional development activities much more meaningful and purposeful.

Review and Assess Your Practice

Start by reviewing and assessing your practice. The information gathered from peer feedback can be used to inform your CPD plan.

- How does my current practice reflect the standards and ethics required of RSWs/RCSWs?
- What are my areas of strength?
- What are the areas I may need to develop further?
- What changes would I like to make to my practice?

Set Your Practice Learning Goals

Ensure your goals are realistic, reasonable and attainable. Asking these questions of yourself may help you to seek CPD activities that target your learning goals. Keep in mind the Standards for CPD when setting these goals.

- What do I want to achieve with my professional development plan?
- By when?
- What areas of my practice would I like to focus on?
- How will I make change in my practice?

Refer to the guidance on 'Setting SMART Objectives.'

Select Activities that Will Meet These Goals

After identifying your learning goals, select a range of CPD activities that directly relate to these identified goals. The types of activities you undertake should be suited to your needs, interest, mode of learning, scope of practice, accessibility to resources and time constraints. The implementation of your CPD plan can be done alone or with colleagues. This plan can also be

Evidence of Goal Achievement

integrated into your employment appraisal/evaluation or practice supervision. A wide variety of resources can be used. Be creative!

- How will I achieve my goals?
- What will help me improve outcomes for my clients?
- What will help me grow as a professional?

Over time, the CPD activities that have been undertaken should demonstrate a progression in knowledge, skills and practice. Keep in mind that the purpose of the CPD program is to enhance the quality of your social work practice and service delivery.

- How will I demonstrate I have achieved my goals?
- How will I know my practice or service has been enhanced as a result of achieving these goals?
- How will I know the changes I have made in my practice have made a difference or enhanced my quality of practice or service delivery?

Evaluate Your CPD Plan

Consider what circumstances might have impeded the implementation of your CPD plan. Assess the efficacy of your plan by asking yourself these questions. It may also be useful to document your reflections in order to prepare the Statement on Learning for submission at the end of the CPD year.

- Who benefited from my professional development?
- Was the outcome valuable to me?
- Have I been able to maintain and/or enhance my practice?
- What challenges did I encounter?
- What will I do differently next time?
- Did I meet my learning goals and objectives? Why/why not?
- If your learning goals have not been met, ask yourself why?
 - Was my CPD plan realistic and doable?
 - Are there alternative ways I could meet my learning goals?

Future Learning Needs

What future professional development needs are identified from achieving these learning goals?

If learning goals are not fully met, what additional professional development needs are identified or what needs to be done differently in future?

Acknowledgments

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