

Professional Development Plan

Your PDP is a plan for your own professional development. As a minimum, it is important to keep up to date but you should consider how you can build on CiLCA or give greater depth to the topics that have been introduced during the Level 3 qualification. The council should ensure that there is a budget for your further development every year.

You are advised to tell your council about your training whether or not the council is making the investment. Together with your line manager, you should review your development over the last year and plan your development over the next year at each appraisal meeting.

For members of the SLCC, there is further information and a more comprehensive Training Plan template on the facility 'Plan your CPD' within your CPD record accessible from the SLCC website (from April 2021).

Your professional development plan identifies the training you and your council feel is appropriate for you personally in the next year or two. It should be agreed by your Staffing Committee as appropriate. It includes:

- Your objectives
- The purpose of each objective
- How to achieve those objectives
- Timescales
- Additional details
- Specific training activities identified with dates and costs
- Other relevant information

Your objectives should be SMART (specific, measurable, achievable, relevant and timebound). Note that you should ensure that your development is relevant to the work of the council. In particular, how does it link to the council's own objectives. For example, if the council aims to develop allotments for the first time, you should seek specialist training in allotments management.

You will find a suggested template on the following page. The original words in the template do not count in the word limit for the task. There are three examples provided which can be deleted and replaced.

PROFESSIONAL DEVELOPMENT PLAN

Name

Date

Objective	Purpose	Development activity	Dates or timescale	Costs if known	Notes
To complete CiLCA	To ensure that the council <ul style="list-style-type: none"> • has a qualified clerk • can use the GPC • can achieve the Quality Award of the LCAS 	County Association CiLCA course	To complete by August 2021	Paid	Units 1-3 passed
To apply for Level 4 by December 2021	To build on CiLCA with an advanced qualification To provide the council with a deeper knowledge and understanding	SLCC's Level 4 Community Governance	2022 to 2023	£6300 to be paid over 2 years	This is a distance learning university level course costing two-thirds of a traditional university course.
To strengthen understanding of cemetery management for local councils	To ensure that the council complies accurately with legislation relevant to cemetery management	SLCC webinar on Cemetery Legal Compliance	15 th /16 th June 2021	£145 +VAT	

126 words

Approved by (date)