

STEP BY STEP GUIDE:

YOUR OWN PROFESSIONAL DEVELOPMENT (TRAINING) PLAN



SLCC's Professional Development Officer, Lesley Swinbank FSLCC, shares how you can develop your training plan online.

All registered users of SLCC's website (member or non-member) can now access their own Professional Development Plan. To view the plan, all you need to do is log in to the SLCC website, click 'CPD' in your 'Account' and scroll down.

It provides an ideal opportunity to identify your own personal training needs for your forthcoming CPD year and to confirm the training you need in order to meet your council's aims and objectives, within an agreed timescale.

You can use the plan at your annual appraisal, or discuss with your council, to identify what training will be appropriate and relevant during the next year.

WHAT IS A DEVELOPMENT PLAN?

The plan identifies the training you and/or your council feel would be beneficial. You can include goals/aims and how you plan to meet them with relevant training and study.

The plan can include the cost and timescales of any relevant training which, if applicable, can then be included in your council's training budget. After completing and saving your plan, you can choose to download it to your PC in order to print a copy to take along to your appraisal or email to your councillor(s).

To view this example of a Professional Development Plan visit - <https://bit.ly/3snAdmM>

HOW TO COMPLETE YOUR PLAN

It is very easy to access from your account on SLCC's website, by clicking on CPD. It is easily adaptable to your own specific training needs and includes:

- Your aims** These are your own objectives for the forthcoming year – and can include qualifications, webinars, other training courses and events.
- The benefits to you and your council** This is an opportunity to explain how the training you have identified will benefit you and your council – particularly if you are asking the council to cover the costs.
- How to achieve these** This identifies the relevant training available – you can find specific training information from your CALC, SLCC and other providers.
- Possible training providers** Ideally you will have already sourced this information, particularly if you are using your plan with your council.
- Costs** Be as specific as you can with costs of the training, so your council is informed, and the costs can be included in your council's training budget.
- Timescale** Some training takes much longer than others. Again, be specific.
- Completion date** This confirms the end date.
- CPD Points** All relevant training carries CPD points. This is usually listed when you book your training.

EXAMPLE OF THE PLAN

Professional Development Plan - 2021/22 Change Planner Year: 2021/22

Development Aim	Benefit(s) to me / my council(s)	How to achieve (development / training)	Training Provider	Cost of Training	Timescale	Completion Date	CPD Points	Completed
To increase my knowledge of local and national issues.	To increase my knowledge of local and national issues.	Citizen Awareness e-Course	SLCC	£ 49	6 months	31 August 2021	4	<input type="checkbox"/>
To complete CICA	To ensure the council has a qualified Clerk Certificate (CIC) and achieve the Quality Award of the CICA	County Association CICA Training	CALC SLCC	£ 60	2 years	March 2022	20	<input type="checkbox"/>
To strengthen knowledge of cemetery management	To ensure the council complies with legislation relevant to managing a cemetery	SLCC webinar on cemetery legal compliance	SLCC	£ 145	3 months	June 16th, 2021	5	<input type="checkbox"/>
To keep up to date with all relevant information	To ensure the council complies with all current legislation and advice	Practitioners Conference	SLCC	£ 70	Feb 2021	Feb 2021	5	<input type="checkbox"/>
				Total	£370.00	Total 30		

Training authorised by:
Name: _____ Role: _____ Date: _____

Remember to save your plan - it is not saved automatically. It is also a good idea to download it and retain a copy yourself.

If you have any queries on this, your CPD, or any aspect of professional development, please contact the Professional Development Officer lesley.swinbank@slcc.co.uk