|  |  |  |  |
| --- | --- | --- | --- |
| Professional Development Plan (PDP)  for EXISTING MEMBERS, CPD monitorinG and reinstating Members | | | |
| Period of plan  (two years ): |  |  |  |
|  |  |  |  |
| Date of next review  (at least annually): |  |  |  |
|  |  |  |  |
| Name: |  |  |  |
|  |  |  |  |
| Membership number: |  |  |  |
|  |  |  |  |

**NOTE:** If you are applying for Associate or Legal Associate membership, or applying for Chartered membership through an APC route, please refer to the PDP template available on the relevant pages of the RTPI website: [www.rtpi.org.uk/associate](http://www.rtpi.org.uk/associate), [www.rtpi.org.uk/legal-associate](http://www.rtpi.org.uk/legal-associate) or [www.rtpi.org.uk/apc](http://www.rtpi.org.uk/apc). If you are a current member, looking to prepare your PDP to comply with **CPD monitoring requirements**, or a **lapsed member looking to reinstate** your membership, please use this template.

# PART ONE - Where am I now?

### Current job title and employer details?

|  |
| --- |
| Name of employer, type, and size of practice |

### Current job/role?

|  |
| --- |
| Identify jobs/work-load that you are expected to do, areas you need to be knowledgeable about, and skills you need to possess. (If you are looking for a new job, what skills and knowledge would you need to attain that job) |

### Reflection on previous PDP (not to be completed by reinstating members)

|  |
| --- |
| Outline the areas from last year’s PDP which you still need to address this year. |

### What are my career aspirations?

|  |
| --- |
| You should think about your longer-term career aspirations (3 years +) and your shorter-term aspirations. If you are working towards retirement, your PDP should focus on planning for this. |

### Develop a SWOT analysis based on your answers to these questions.

|  |  |
| --- | --- |
| Strengths | Weaknesses |
| Opportunities | Threats |

Please use the information from your career aspirations and your SWOT to identify some Goals and Objectives for part two.

# PART TWO – GOALS, OBJECTIVES & ACTION PLAN

Please complete one to three goals; two to four objectives per goal; and two to three SMART actions per objective.

You are not expected to get your line manager or mentor to corroborate your PDP but you should gain their support for actions beforehand, if required.

Further guidance on the preparing your PDP can be found in the CPD Advice Note [cpd-practice-advice-guidance.pdf (rtpi.org.uk)](https://www.rtpi.org.uk/media/3222/cpd-practice-advice-guidance.pdf)

|  |  |  |  |
| --- | --- | --- | --- |
| GOAL 1Where do I want to be professionally? | | | |
| (GOAL 1) OBJECTIVE 1What outcome will help me achieve this goal? | | | |
| **Action** | **How will I know I have achieved it?** | **When will it commence and finish?** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| (GOAL 1) OBJECTIVE 2What outcome will help me achieve this goal? | | | |
| **Action** | **How will I know I have achieved it?** | **When will it commence and finish?** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |
| (GOAL 1) OBJECTIVE 3What outcome will help me achieve this goal? | | | |
| **Action** | **How will I know I have achieved it?** | **When will it commence and finish?** | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

*You may delete the goals, objectives, and actions in this template as necessary.*