

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT PLAN (PDP)

FOR EXISTING MEMBERS, CPD MONITORING AND REINSTATING MEMBERS

Period of plan
(two years):

1st January 20XX – 31st December 20XX

Date of next review
(at least annually):

1st January 20XX

Name:

An Experienced Planner

Membership number:

xxxxxx

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, www.rtpi.org.uk/legal-associate or 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

For example:

Is this a large/small LPA or small/mid/large/global private company/multi-disciplinary?

Current job/role?

Explain your current job role, 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)

For example:

I am the Development Management Manager and have direct line management for 18 staff in the DM team as well as an additional S106/CIL Officer, a Conservation Officer and 2 Enforcement staff.

The job role requires the determination of planning applications, providing a pre-application service, undertaking appeals against refusal of planning consent, listed building applications, and enforcement. I am also responsible for the coordination of the monthly Planning Committee as well as authorising delegated decisions.

I also need personal skills such as good communication (face to face, phone, email, and video calling), presentation, negotiation, and facilitation. I also deal with conflict management, project management, time management, accounting, and staff management.

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.

For example:

(List bullet points)

- Unable to attend webinar on carbon zero and Biodiversity Net Gain because...?*

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.

Specific job roles may be added here, but also think about the skills that you need to get there.

For example:

"In the short-term, I would like to continue in this role.

"In the long term, I would like to look at scaling back my working hours to perhaps four days a week."

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

<p>Strengths</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Many years of planning knowledge and experience • Confident in making recommendations. • Experience in a wide variety of types of planning applications. • Good experience of writing and submitting appeals. • Good working relationships with both my team and other Local Authority staff involved in the planning process. • Good project management skills. • Excellent communication and presentation skills. 	<p>Weaknesses</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Lack of knowledge of how to incorporate net zero requirements into planning applications. • Lack of knowledge of how to apply BNG from the outset of planning applications. • Lack of time to keep up to date with planning law changes. • Limited funds in Local Authority to undertake CPD. • Learning to manage staff when they are mostly working remotely
<p>Opportunities</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Large network of colleagues in other local authorities. • Established relationships with local architects and agents. • Constantly changing planning environment • Ability to coach colleagues. 	<p>Threats</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Economic uncertainty. • Increased planning requirements from central govt with no clear guidance. • Increased carbon zero requirements with limited knowledge and experience in local govt planning departments. • New BNG requirements with limited experience/knowledge of how to implement in local government planning departments.

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

Important to Note:

What you have written in part 1, informs your goals and objectives and action plan

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.

Last updated: March 2024

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/cpd-practice-advice-guidance.pdf)

<p>GOAL 1 Where do I want to be professionally? <i>For Example:</i> <i>I will continue to maintain and improve my knowledge as an experienced DM Manager and will be a trusted point of contact by my team, other local authority staff and colleagues from other Local Authorities.</i></p>		
<p>(GOAL 1) OBJECTIVE 1 What outcome will help me achieve this goal? <i>For example:</i> <i>I will broaden and deepen my general professional planning knowledge as well as planning law, to deliver well-informed planning decisions, particularly in relation to BNG and Carbon Net Zero.</i></p>		
Action	How will I know I have achieved it?	When will it commence and finish?
<p><i>NOTE: Use RTPI free and paid events, RTPI Learn, as well as articles, advice notes and research to respond to your weakness.</i></p> <p><i>Example 1:</i> <i>I will attend at least one Planning Law update event.</i> <i>It has been agreed by my Line Manager and I have booked to attend the following events:</i> <i>NE Spring Planning Law Update</i> <i>Planning caselaw in 202XX</i></p>	<p><i>Reflect and link to online CPD log. Explain clearly how you can achieve this action.</i></p> <p><i>In order to show you have achieved this action you could write:</i> <i>"I will be more knowledgeable of the key legal issues and how they affect my day-to-day work and advice to my team."</i></p>	<p><i>Add specific dates of events in this box or when you plan to undertake the learning.</i></p> <p><i>NE Spring Law Update</i> <i>4.3.20XX</i></p> <p><i>Planning Caselaw</i> <i>28.9.20XX</i></p>
<p><i>Example 2:</i> <i>Update and expand current knowledge of typical issues faced in current planning applications. It has been agreed that I will attend the following online webinars, which are held during working hours.</i> <i>Planning and Community Engagement</i> <i>Climate Change in policy review</i></p>	<p><i>These subjects widen my knowledge so that I can advise my team and members of the Planning Committee and assist them in negotiating with architects/agents, writing officer reports and planning appeal statements.</i></p>	<p><i>Community Engagement</i> <i>23.7.20XX</i> <i>Climate Change in Policy Review</i> <i>25.6.20XX</i></p>

GOAL 2

Where do I want to be professionally?

For example:

I want to be a respected and inspirational leader, to build a more dynamic team.

GOAL 2 OBJECTIVE 1

What outcome will help me achieve this goal?

For Example:

I will model collaboration, innovation, and communication to guide team members so that they are more engaged, flexible, and responsive and to provide development opportunities for struggling team members, holding regular 1-2-1 and team meetings

Action	How will I know I have achieved it?	When will it commence and finish?
<p><i>Example 1:</i></p> <p><i>Undertake the Managing Virtual Teams course on RTPI Learn.</i></p> <p><i>This is a free course, and it is agreed that I will undertake this during working hours.</i></p> <p><i>Example 2</i></p> <p><i>Attend the in-house training on managing remote teams. This is a free course which is held bi-annually. It has been agreed that I will attend this ½ day course.</i></p>	<p><i>After completing the learning, and attending the in-house training, I will know tools and techniques, to successfully manage the team remotely and how to ensure that I can effectively collaborate, innovate, and communicate now that my team works virtually.</i></p>	<p><i>Week commencing xx May 20XX. 1 hour of self-learning daily for 1 week.</i></p> <p><i>25th June 20XX</i></p>

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

Important to Remember:

- More goals, objectives, and actions would need to be added to address this person's identified weaknesses and progression to where they want to be and to complete the 2-year plan.*
- Ensure that what is included in your PDP will add up to 50 CPD hours or more.*
- Use your online CPD log to track your hours and use as a running total.*