

# COMPLETED EXAMPLE OF A CONTINUING PROFESSIONAL DEVELOPMENT REFLECTIVE PLAN

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<u>Personal Details</u>	
Name:	_____
Surname:	_____
Contact Nr:	_____
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SAICA Nr:	_____

Reflection is an integral part of the CPD process. It is especially important if you want to get the best results from your CPD activities.

The Planning Phase requires you to consider and record your current and future roles and to reflect on the developmental areas that you consider most important for your professional growth and development. Once these areas have been recognised, you will be required to complete CPD activities<sup>1</sup> that fulfil your identified learning needs.

The number of learning needs you list will be dependent on the nature of the work you are currently undertaking and the future roles you may wish to assume. In addition, your learning needs will be driven by information available to you through performance reviews, changes in the profession that affect you, the SAICA Competency Framework and the potential compulsory areas publish by SAICA from time to time.

The Reflective Plan is not a static document, and it will change as and when your learning needs change. You are encouraged to update and adapt your plan as regularly as is required. It is advisable to draft your plan in January each year and then adapt the plan as you go along.

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<sup>1</sup>. These activities may take on a number of different forms, from formal academic programmes to peer discussions to self-reading. Anything that results in the desired learning outcome being achieved is considered CPD. The object of the learning outcome

**PHASE ONE: The Planning Phase**

<b>PLANNING PHASE</b>	
<b>Current Roles and Responsibilities</b>	<b>Current gaps and Potential Future Roles</b>
<p><b><u>Position Title / Role:</u></b> Financial Manager of a national construction company.</p>	<p><b><u>What competence areas have you identified in relation to your current role that require further development?</u></b> Ability to negotiate with suppliers</p>
<p><b><u>Number of years in this role:</u></b> Eight years</p>	<p><b><u>Where would you like to be in the next twelve months (short term)?</u></b> Either a Financial Director in the construction industry or I may want to start my own accounting and auditing practice.</p>
<p><b><u>Responsibilities:</u></b> I'm responsible for the financial well-being of the organisation; for producing financial reports, directing investment activities, and developing strategies and plans for the long-term financial goals of the organisation.</p> <p>I also assist the executive team in making decisions that affect the organisation, a task for which I need analytical ability and excellent communication skills.</p>	<p><b><u>Where would you like to be beyond the next twelve months (medium to long term)?</u></b> I would like to retire by the age of 50</p>

AREAS IDENTIFIED FOR DEVELOPMENT	
Learning area (SAICA competency framework once developed will assist)	What prompted the need?
Complex modelling and analysis skills	This was identified in my last performance appraisal meeting with my line manager. It was advised that I develop these skills if I want to take on more responsibilities and be promoted within the organisation. I must learn to be more strategic if I am to take on a more senior management role. I will also need these skills for my own business one day.
IFRS 9 update	Changes to the standard
IFRS 15 Update	Changes to the standard
People management skills	I manage a team of four individuals, and I don't feel like I have mastered the art of people management. I'm getting some negative feedback about my management style.
Negotiation skills	I am unable to get the best deals out of my suppliers
Strategic planning	etc
ISCQ1 update	etc
Auditing standards refresher and update course	etc
People management	etc
Negotiation skills	etc

## **PHASE TWO: The Action Phase**

In this section, you are required to list the CPD activities / interventions you wish to undertake in the next twelve months (or beyond) and whether they were completed or not. The learning activities must be linked to the areas for development listed above. Depending on your future learning needs, you may add to the list above, or you may remove some activities as your needs become more clear.

<b>ACTIVITY PLANNER</b>				
<b>Topic</b>	<b>Link to the Competency Framework<sup>2</sup></b>	<b>Type of Activity</b>	<b>Potential date</b>	<b>Completed?</b>
Complex modelling and analysis	Technology	Coursera course	July 2018	Yes
IFRS 9 and 15 updates	Technical knowledge	SAICA updates and peer discussions	May 2018	Yes
People management	Interpersonal skills	Work with a professional coach	August 2018	Ongoing
Strategic planning	Strategy and planning	On the job learning with feedback from line manager and peers.	March 2018	Yes
ISQC1	Technical knowledge	Read up on changes to ISQC1	<del>October 2018</del> February 2019	No – too busy
Auditing standards	Technical knowledge	SAICA updates and self-study	September 2018	Yes

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<sup>2</sup> The competency framework is still under revision. Once the categories are published, they will be used in this form.

### **PHASE THREE: The Reflection Phase**

In this phase, you are required to record the actual activities undertaken and reflect on your learning outcomes. When reflecting on the outcomes the following should be considered:

- Did the activity address your learning needs to an appropriate level?
- Have you used this learning in the workplace?
- Did this activity lead you to new learning areas that you would like to explore?

<b>ACTUAL ACTIVITIES UNDERTAKEN</b>			
<b>Activity</b>	<b>What was the outcome?</b>	<b>Future learning related to this area</b>	<b>Date of reflection</b>
<b>Complex modelling and analysis :</b> On-line course to learn modelling and analysis	I passed the on-line course. I have started using models in my analysis of the organisation's financial data. It has certainly helped to raise some risks we were unaware of in the business. Over all this was an extremely beneficial course for my current role.	I think this programme has satisfied my immediate needs. However, I may need a more advanced course once I have mastered the content of this course.	August 2018
<b>IFRS 9 and 15 updates:</b> Attended SAICA updates	Very useful to learn what the major changes are and how they affect me on a day to day basis. I am already implementing the changes.	Nothing yet, although I may need to follow up if I have any technical queries.	June 2018
<b>People management:</b> Professional coach and on-line reading	The professional coach has been most useful, and she has given me some tools I'm already implementing in the work place. I have also read a number of management case studies and articles on management.	The coaching is on-going, so I can discuss issues as and when they arise. I will reassess in the next year to see if I require any other interventions.	December 2018 Ongoing into 2019
<b>Strategic planning:</b> Peer discussions and self-study	I have read some articles on strategy, and I set up time (weekly) to discuss strategy ideas with my boss. I think I have grasped the fundamentals.	I would still like to do a course in higher order thinking and cognitive psychology.	December 2018
<b>ISQC 1:</b> Self-study	I have not had time to undertake this reading	I will do this in 2019	February 2019
<b>Auditing standards:</b> Self-study	I did not manage to complete all the auditing standards. I have been working through them systematically.	I will complete this review in the next year.	December 2018