**CONTINUING PROFESSIONAL DEVELOPMENT REFLECTIVE PLAN - Example**

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| **Personal Details**  Name:  Surname:  Email Address:    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[[1]](#footnote-1) 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.

**PHASE ONE: The Planning Phase**

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| **PLANNING PHASE** | |
| **Current Roles and Responsibilities** | **Current gaps and Potential Future Roles** |
| **What is your career path / industry focus?** | **Where do you see yourself / what role do you see yourself in over the next 12 months (short term)?** |
| **Current Position Title / Role:** | **Where do you see yourself / what role do you see yourself in beyond 12 months (medium to long term)?** |
| **Number of years in this role:** |  |
| **Competencies expected in this role:**  ***Select the competencies you would like to identify for your development in current and future roles from the competency framework in line with your career path*** | |

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| **Course Name / Learning and development activity** | **Competency ID** | **What prompted the need?** |
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**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.

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| **ACTIVITY PLANNER** | | | | | | | |
| **Course Name / Learning Activity** | **Competency Name** | **Type of Activity** | **CPD Hours (if applicable)** | **Planned Date** | **Status** | **Certification** | **Date completed** |
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**PHASE THREE: The Reflection and Reporting 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?

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| **ACTUAL ACTIVITIES UNDERTAKEN** | | | | | | |
| **Course Name / Learning Activity** | **Course Status** | **My reflection of the learning intervention** | **Future learning related to this area** | **Date of reflection** | **Submit** |
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1. . 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 [↑](#footnote-ref-1)