**CONTINUING PROFESSIONAL DEVELOPMENT REFLECTIVE PLAN - template**

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| **Personal Details**  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Nr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    SAICA Nr: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**This template is not a prescribed template and members can use their own format as evidence of their reflection.**

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** |
| **Position Title / Role:** | **What competence areas have you identified in relation to your current role that require further development?** |
| **Number of years in this role:** | **Where would you like to be in the next twelve months (short term)?** |
| **Responsibilities:** | **Where would you like to be beyond the next twelve months (medium to long term)?** |

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| **AREAS IDENTIFIED FOR DEVELOPMENT** | |
| **Learning area**  **(SAICA competency framework once developed will assist)** | **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** | | | | |
| **Topic** | **Link to the Competency Framework[[2]](#footnote-2)** | **Type of Activity** | **Potential date** | **Completed?** |
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**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?

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| **ACTUAL ACTIVITIES UNDERTAKEN** | | | |
| **Activity** | **What was the outcome?** | **Future learning related to this area** | **Date of reflection** |
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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)
2. The competency framework is still under revision. Once the categories are published, they will be used in this form. [↑](#footnote-ref-2)