



FIVE ELEMENTS OF AN EFFECTIVE CPD PLAN

A simple structure that turns development activity into professional evidence

1

Development need

Be specific. "Improve digital skills" is too broad.
"Develop confidence conducting remote observations and recording evidence securely" gives you a clear, workable focus.

2

Why it matters

Link to standards, quality or learner outcomes. If the need comes from IQA feedback, delivery changes or standardisation issues, record that. It shows professional rather than random intent.

3

Chosen activity

Formal courses, standardisation meetings, peer observations, practitioner communities, or reflective review of difficult decisions. What matters is relevance and application.

4

Evidence you will keep

Reflective accounts, notes from standardisation, updated assessment materials, or a summary of changed practice often show more impact than a course certificate alone.

5

Expected impact

What should change in your practice, confidence or decisions as a result? Good CPD should leave some trace in how you work — not just in what you attended.