**BSB CPD ESTABLISHED PRACTITIONER PROGRAMME TEMPLATE**

You should consider the CPD guidance when completing your CPD plan. The guidance can be found [on our website](https://www.barstandardsboard.org.uk/media/1800835/cpd_guidance_with_infographic.pdf).

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| --- | --- | --- | --- |
| **Name** |  | **For year ended** |  |
| **Address** |  | **Area(s) of practice** |  |
| **Email (if available)** |  |  |

**Planning statement**

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| **Type of practice** Eg self-employed, employed, dual capacity, sole practitioner |  |
| **Role in practice and seniority** Eg member of chambers, head of chambers, management responsibilities  |  |

**Learning Objectives**

Use the following section to plan your learning objectives. The definition and explanation of learning objectives can be found on page six [of the guidance.](https://www.barstandardsboard.org.uk/media/1800835/cpd_guidance_with_infographic.pdf)

Learning objectives should describe what you want to be able to do, or what you want to know and understand, that you couldn’t do, or didn’t know and understand before.

You should provide a clear rationale for choosing your particular learning objectives.

In particular, the guidance recommends using the following knowledge and skill areas to choose and structure your learning objectives (see [pages five to seven](https://www.barstandardsboard.org.uk/media/1800835/cpd_guidance_with_infographic.pdf)):

* Legal knowledge and skills;
* Advocacy;
* Practice management;
* Working with clients and others; and
* Ethics, professionalism and judgement.

**NB** It is good practice to consider all of these knowledge and skill areas but you are not required to set a learning objective for all of these areas in a given year.

You are also required to describe the type of CPD that you intend to undertake. This does not mean noting the exact courses or activities that you will complete, but it does mean thinking about whether your learning objectives will be met by activities such as podcasts, reading or seminars. This is to encourage you to consider why you are choosing particular types of activities.

Also, if applicable, you should state the reasons why you are completing only a limited amount of CPD during the year, for example, due to a period of not working.

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| **Learning objectives** | **Learning objective rationale** | **Type and nature of CPD activities** |
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**Record of Activity**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title of CPD activity** | **Date** | **CPD provider** | **CPD type** | **Learning objective(s) to which this activity relates** | **Did this activity help meet the learning objective?****Y/N** | **Do you consider this learning objective is now complete?****Y/N/Partially** | **Can this activity be evidenced if you are spot checked?****Y/N** | **Hours spent on this activity\*** |
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\*NB There is no minimum number of hours. However this is useful indicative information for the BSB.

**Reflection**

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| **Did you need to vary your learning objectives during the year? This includes adding, removing or amending learning objectives. If so, please provide details.** |
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| **Which learning objectives have been met, either fully or partially? Evaluate how your activities have contributed to your chosen areas for development.** |
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| **Which learning objectives have not been met? Provide an evaluation as to why this was the case.**  |
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| **Which relevant learning objectives are outstanding? How do you intend to complete these learning objectives in the future?** |
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| **Did the type and nature of the CPD activities undertaken help you complete your learning objectives? Would other types of CPD activities be more useful?** |
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| **Consideration of future learning objectives**You should use this section to make an initial assessment of what learning objectives may be required in the future and how they could be completed. Some things you could consider are: * Whether your process for identifying your learning objectives was effective;
* Whether certain types of activity were particularly effective, and/or
* Whether you have identified new areas for development/improvement.
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