**RECORD OF PROFESSIONAL AND PERSONAL DEVELOPMENT**

**PLEASE READ THE GUIDANCE NOTES AT THE BOTTOM OF THIS FORM**

Name: Membership No. and Grade

Workplace:

Job title:

E-mail:

**Aims and plan for PPD**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Date completed (unless ongoing) | PPD activity | Brief description of activity or course, including provider, if applicable | Value obtained, skills acquired , learning outcomes, how PPD has benefited the quality of my practice and users of my work | Points awarded1 | Verification (e.g. certificate of achievement, certificate of attendance, line manager, self-certification | Category of development2 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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Notes:

1. A total of not less than 15 points required on a balanced portfolio of development activities for each year as described in ‘Allocation of PPD points’.

2. Development should include activities in at least 3 of the 5 categories listed in ‘Examples of Learning Activities’.

**Allocation of PPD points**

|  |  |  |
| --- | --- | --- |
| **Duration of activity** | **Work-related\*** | **Non-work related** |
| 30 mins – 1hr | Up to 1 point (see table 1) | 0 point |
| 2 - 4 hrs | Up to 2 points (see table 2) | 1 point |
| 5 - 8 hrs | Up to 3 points (see table 3) | 2 points |

\*must include a measure of the usefulness of the event

Table 1

|  |  |  |
| --- | --- | --- |
| Work-related activity | Value to individual | Criteria |
| 30 mins - 1hr | 0 | No significant benefit |
| 1 point | Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use |

Table 2

|  |  |  |
| --- | --- | --- |
| Work-related activity | Value to individual | Criteria |
| 2 - 4 hrs | 0 | No significant benefit |
| 1 point | Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use |
| 2 points | Extremely useful for developing new skills for work activities and inspired development activity |

Table 3

|  |  |  |
| --- | --- | --- |
| Work-related activity | Value to individual | Criteria |
| 5-8 hrs | 0 | No significant benefit |
| 2 points | Refreshing existing skills and knowledge of introduced new skills and/or concepts and their use |
| 3 points | Extremely useful for developing new skills for work activities and inspired development activity |

Table 4 **Examples of development**

PPD should be a mixture of activities relevant to current or future practice and should include activities in at least three (exceptionally two) of the following categories:

|  |  |
| --- | --- |
| 1 | Work based (e.g. acquiring new skills, refining existing skills, devising/delivering training programmes, writing articles/papers, reflective practice) |
| 2 | Professional activity (e.g. involvement in a professional body, mentoring) |
| 3 | Formal / Educational (e.g. attending conferences, obtaining qualifications) |
| 4 | Self-directed learning (e.g. reading journals, reviewing books / articles, researching topics) |
| 5 | Other (e.g. voluntary work, public service, non-work-related studies) |

This is not an exhaustive list of the types of activities that can count as PPD activities. The best type of learning activity is one which allows the individual to interact with other professionals, but it is impossible to provide guidelines for all types of activities. Diversity is encouraged as, without it, PPD activities would be less effective.