

## CPD record

Name..... Record for year ending 31 December .....

Chambers/address..... Area(s) of practice.....

Email..... Year of call.....

Type of practice (Eg self-employed, employed, sole practitioner etc).....

Role in practice and seniority (Eg member of chambers, head of chambers, management responsibilities etc).....

**Before completing your plan using this template, we recommend that you refer to:**

- the BSB Guidance on its website, including its sample compliant plans
- the template provided by the BSB on its website (which you are free to use instead of this template if you prefer)

	<b>PLANNING<sup>1</sup></b>		<b>REFLECTION</b>	
<b>CPD area</b>	<b>Learning objectives<sup>2</sup> and rationale for choosing them</b>	<b>Activities planned<sup>3</sup> to meet learning objectives</b>  (if none, or limited, provide justification)	<b>Activities undertaken in relation to learning objective</b>  (record: -activity; -date; -provider; -hours spent)  (record and explain variations from plan)  (record evidence kept of activity)	<b>Success in meeting learning objectives</b>  (record reflections on: -whether activity helped meet learning objective; if not, why not; -whether other types of activity would better achieve learning objective; -whether learning objective complete; -if not, note plans to complete learning objective - identifying future learning objectives)
<b>Legal knowledge and skills</b>				

<sup>1</sup> You should add or remove rows in the table as required.

<sup>2</sup> Learning objectives should describe what you want to be able to do or know that you could not do or did not know previously.

<sup>3</sup> You are required to describe the type of CPD that you intend to undertake. You do not have to state the exact courses or activities that you will complete, but you do have to consider whether your learning objectives will be met by activities such as podcasts, reading or seminars.

<b>Advocacy</b>				
<b>Practice management</b>				
<b>Working with clients and others</b>				
<b>Ethics, professionalism and judgment</b>				