

IAA CPD Plan & Record Template (paper version)

Name: _____ Year: _____

CPD PLAN		CPD RECORD				
What are my learning needs?	What am I going to do to address my learning needs?	Activity group	Description of activity undertaken	Date	CPD Hours	Reflections
<p><i>Think about:</i> What are the priority areas for my practice? What do I do well / What needs improvement regarding my:</p> <ul style="list-style-type: none"> - knowledge - skills - professionalism/ethics - practice management? <p>What are my priorities?</p>	<p>Acceptable professional development activities are:</p> <ol style="list-style-type: none"> 1. Giving or receiving training 2. Giving or receiving mentoring or supervision 3. Contributing to relevant industry bodies or consultation processes 4. Facilitating or participating in study groups. <p>All acceptable activities must:</p> <ul style="list-style-type: none"> - Be related to the Immigration Advisers Competency Standards or the Licensed Immigration Advisers Code of Conduct. - Be relevant to an adviser's learning needs as contained in his or her CPD plan and record. - Provide advisers with an opportunity for interaction and feedback. - Be verifiable by documentation. 	<p>Which group did your activity fall within?</p> <ol style="list-style-type: none"> 1. Giving or receiving training 2. Giving or receiving mentoring or supervision 3. Contributing to relevant industry bodies or consultation processes 4. Facilitating or participating in study groups. 	<p>Describe the activity you have undertaken. Describe how the activity:</p> <ul style="list-style-type: none"> - Is related to the Immigration Advisers Competency Standards or the Licensed Immigration Advisers Code of Conduct. - Is relevant to your learning needs as contained in your CPD plan and record. - Provided you with an opportunity for interaction and feedback. 			<p><i>Think about:</i> What did I learn? What I will do differently as a result? Did I fulfil or contribute to my current learning needs? If so, how? Do I have any further learning needs as a result of this activity?</p>

Total CPD Hours						
Total time remaining						

NOTE: REMEMBER TO KEEP RECORDS DOCUMENTING YOUR PARTICIPATION