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 activities undertaken	Date	CPD Hours	Reflections	Documentation		
Think about: What are the priority areas for my practice? What do I do well / What needs improvement regarding my: - knowledge - skills - professionalism/ethics - practice management? What are my priorities?	Acceptable professional development activities are: 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. All acceptable activities must: — Be related to the Immigration Advisers Competency Standards or the Licensed Immigration 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.	Which group did your activity fall within? 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.	Describe the activity you have undertaken. Describe how the activity: 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.			Think about: What did I learn? What will I 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?	List the file names or brief description of the document. For examples of what kinds of documentation are acceptable see 'Records and verification' under each acceptable activity on this page on our website: https://www.iaa.govt.nz/for-advisers/adviser-tools/continuing-professional-development-toolkit/acceptable-activities/		

Total CPD Hours				
Total time remaining				

NOTE: REMEMBER TO KEEP RECORDS DOCUMENTING YOUR PARTICPATION