

*Professional Development
Portfolio for Education
and Children's Services
Managers and Officers*

CPD Policy

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*Performance
Frameworks*

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Organisational Plans

Section 3 - *Personal Planning*

This section relates specifically to you, your experience, knowledge, skills and attributes and will assist you in identifying areas for development. This section will also provide a comprehensive record of professional review and CPD. This will assist you with evidence when planning and prioritising the next stage of your development. You may choose to organise material relevant to the CPD cycle in the following sections:

- Self evaluations
- Professional review records
- Development priorities
- Skills matrix
- Personal Development Plan
- Record of professional development activities

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Self-Evaluations

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*Professional Review
Records*

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*Development
Priorities*

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Skills Matrix

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*Personal
Development
Plan*

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*Record of
Professional
Development
Activities*

Section 4 - Evidence

This section allows you to gather appropriate material exemplifying your areas of development and related activities. You may find it useful to assemble and interpret a range of evidence which validates your self-evaluation and reflects development in your professional practice.

Material in this section should support your development as a reflective practitioner. Essentially evidence gathered is for personal purposes. It can however, at your discretion, be accessed as part of professional review. It could also exemplify organisational policy and practice or illustrate that the criteria for external awards are met.

Evidence can be gleaned from various sources:

- professional qualifications
- certificates presented on completion of a programme of study
- examples of outcomes that validate the meeting of a development target
- strategy / policy documents
- development material
- articles or organisational plans.
- references / endorsements

Equally useful is evidence of learning from your day to day work which demonstrates the quality of your practice:

- records and reflections on interactions with colleagues and stakeholders
- minutes of meetings
- evaluations on outcomes following intervention,
- support for the learning of others
- learning logs or other reflective activity.
- examples of your work
- self – evaluations

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*Professional
Qualifications*

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*Certificates of
Participation /
Completion*

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Self – Evaluations

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*References /
Endorsements*

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Learning Logs

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Examples of Work

Section 5 – Resources

In this section you may find it useful to keep links to websites or resources that you refer to in personal development planning. You should consider this a live resource and keep it updated.

Examples of resources include:

- In-house CPD catalogues
- National Register of CPD Providers
- Book reviews / “Must reads”
- Funding Bodies
- Proposals

Examples of links include:

- www.virtualstaffcollege.co.uk
- Professional Review and Development (Scottish Executive 2002)
<http://www.scotland.gov.uk/library5/education/prd-01.asp>
- Professional Review and Development: Frequently Asked Questions (Scottish Executive 2002)
<http://www.scotland.gov.uk/library5/education/prdfaq-00.asp>
- Continuing Professional Development (Scottish Executive, 2002)
<http://www.scotland.gov.uk/library5/education/cpd-00.asp>

Standard for Headship in Scotland

<http://www.scotland.gov.uk/library5/education/sqhmp-00.asp>

The virtual staff college website has a study support page with a number of useful links.