

## Reflecting on your Continuing Professional Development

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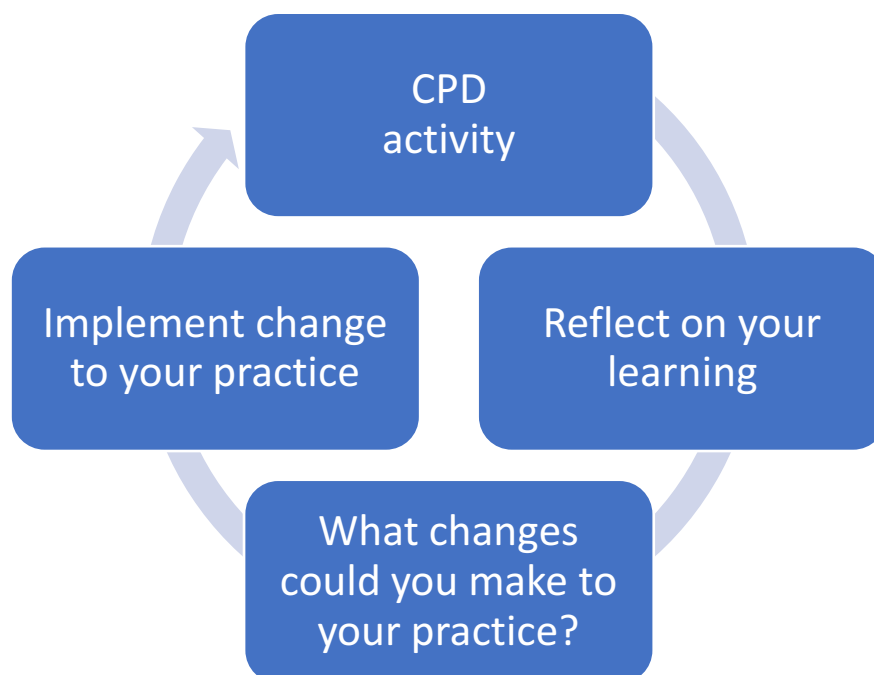
### 1. Why do I have to record my reflections on CPD activities?

The Continuing Professional Development (CPD) Guideline requires you to maintain records that include your reflection on your learning and how you expect it to improve your professional practice. Evidence suggests that reflecting on (thinking about) what you have learnt and how it could change your professional practice improves your learning and outcomes.

### 2. What does reflection mean?

Reflecting on your CPD activities means taking time to think about what you have learnt, how it applies to your professional practice and whether and how you could change your professional practice to improve outcomes.

The figure below shows a basic structure for reflecting on the CPD you have completed and your professional practice.



### **3. Do I only reflect on completed CPD?**

Ideally you should reflect on your professional practice, outcomes and CPD activities throughout the year as well as when you complete a CPD activity. Sometimes when reflecting you may realise that your CPD did not meet your learning needs or may not have a positive impact on outcomes. If so, you should plan additional CPD activities to meet your learning needs.

### **4. Can I reflect with a professional colleague?**

Yes. Instead of reflecting alone, it can be helpful to discuss what you learnt and implications for your practice with a professional colleague. Whether you reflect on your own or with a colleague, you still need to record your reflection in your CPD records.

### **5. Questions to help you reflect**

1. What did I learn from the CPD activity?
2. Did what I learnt meet my learning goals?
3. Has what I learnt improved my competence and kept me up to date or built on my knowledge?  
How?
4. Does what I learnt suggest that I could change my professional practice to improve outcomes?  
How? If not, why?
5. How could/should I change my professional practice to improve outcomes?
6. What do I need to do to implement change in my professional practice?
7. Do I need to do any further learning to ensure that I am competent and up to date?

### **6. What do I need to record in my CPD record?**

You should include information about your reflection on what you learnt, whether you met your learning goals, whether you have or will change your professional practice as a result of what you learnt and how you plan to change your professional practice.