CPD: Personal Learning... What’s in a Statement?

This month Stuart Green explains the crucial role of Personal Learning Statements (PLS) within CPD.
ing event and are structured so that you may formalise your thoughts about it.

**What can I claim for?**

Good question! Pretty much anything that helps you develop the skills you need for your personal and professional development. It can be used to identify transferrable skills, such as communication, and people skills from an event or activity that does not fit the designated CPD categories. This may include coaching and organising youth teams or being involved in committees outside of work.

It could also be mentoring a young apprentice, dealing with a challenging issue involving a colleague, or how you dealt with an awkward committee member. By formalising your feelings and experiences, it will open up opportunities for personal growth. It may also be used to review your own CPD programme. So you can get credits for gaining credits!

When completing a PLS, there is no right or wrong answer, it’s about your personal feelings, conclusions, and decisions. However, they should not be seen as easy CPD credits, as a form with minimal input will be of no benefit to you. A PLS should only be used to demonstrate that learning has taken place, that it’s had an impact on you and is being used to inform further development of skills and attitude.

You are able to claim up to 15 credits per three-year cycle. You can claim more, but only 15 will also be used in any one cycle, the rest will be carried over, but they have a lifespan of three years from the date submitted.

To summarise, here are some general tips for completing a PLS:

- Have you had any experiences that could help you in your professional or personal development?
- Use the form to guide your thoughts and feelings by answering the questions.
- The more information you put down on your form, the more you will be able to drive the benefits of learning.
- Any experience can be used, as long as you can identify that what you learnt is transferrable.


**PERSONAL LEARNING STATEMENT**

**NAME:** Stuart Green  
**Membership No:** XXXXX

**Summary of what was done:**

- Attended the Learning Technologies exhibition at Olympia - Jan 2014  
- Met with exhibitors to discuss Learner Management systems and e-learning

**New learning**

What did I learn that was new to me?

- There is so much technology available to record and manage learning.  
- How to manage an e-learning project

What insights did this new knowledge give me?

- That there is technology available to record learning and BIGGA could use that technology to benefit its members.  
- Also the concept of different types of learning, such as, blended, social and virtual.

Did it help me see something in a new light?

- It helped clarify my position in the project and how it would be best to move forward.

Did it help me understand something that I don’t understand before?

- There were so many varying tools available that it highlighted that the accreditation project needs to be broken down into three distinct projects.

How do I think this might be useful in practice, in my studies, in my life?

- It has identified that for me to gain a clear perspective on a subject I need to be able to review what has been learnt and reflect on it again with a fresh approach.

**Personal reaction**

How did I feel about what was done? (Did it affect me emotionally and if so how? I felt really good. It was very tangible. I had to concentrate a lot to take in everything that was being said. It felt good to be able to reflect on the most ideas.

What did I like or enjoy and why?

- The excitement of realising that momentum was getting it! It was really a fundamental moment for me.

What did I dislike and why?

- I didn’t like the feeling of not knowing enough when I was speaking to exhibitors... but that soon changed after a few conversations.

What did I find easy to do or understand and why?

- Talking to people has always been easy for me and I enjoy it. Once the concept of a learner management system was explained, generally, in diagramatic form, I could grasp the concept of how the system may work for BIGGA.

What did I find difficult or challenging to do or understand and why?

- There was a lot of IT talk, which can be difficult to comprehend, not being IT trained!

**Action to be taken**

Is there any action that I will take as a result of what was done?

- I will review my notes from the event and develop the project plan to break it down into three distinct projects with separate timelines and relationships. I will also seek more advice on the running of the project and will carry out further online research.

- Do I need to plug gaps in my knowledge? Yes. However, by carrying out further research I aim to plug these gaps.

- Do I need to investigate or research further training?

- Not at the moment.

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