



PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT PLAN (PDP)

FOR EXISTING MEMBERS, CPD MONITORING AND REINSTATING MEMBERS

Period of plan (two years):	1 st January 2024 – 31 st December 2025
Date of next review (at least annually):	1 st January 2024
Name:	A Mid-Career Planner
Membership number:	xxxxxx

NOTE: If you are applying for Associate or Legal Associate membership, or applying for Chartered membership through an APC route, please refer to the PDP template available on the relevant pages of the RTPI website: www.rtpi.org.uk/associate, www.rtpi.org.uk/legal-associate or www.rtpi.org.uk/apc. If you are a current member, looking to prepare your PDP to comply with **CPD monitoring requirements**, or a **lapsed member looking to reinstate** your membership, please use this template.

PART ONE - WHERE AM I NOW?

Current job title and employer details?

Name of employer, type, and size

For example:

Is this a large/small LPA or small/mid/global private company/multi-disciplinary?

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Current job/role?

Explain your current job role, areas you need to be knowledgeable about, and skills you need to possess. (If you are looking for a new job, what skills and knowledge would you need to attain that job)

For example:

I am currently working as a Senior Associate Planner with the Planning Team in the London office. I am involved in a wide range of projects within the residential, retail, and commercial sectors. My role is to manage my own caseload of projects, as well as providing support to my Associate Director and Director.

My responsibilities include the preparation and submission of a range of planning applications, undertaking research into planning history, planning policy, preparation of supporting statements, co-ordination of additional reports e.g. Ecology and Drainage, submitting the applications and monitoring to decision. I also attend and run

client meetings and meeting with local authorities. I am also required to mentor and assist the junior planners to ensure their work is carried out to a high standard.

Reflection on previous PDP (not to be completed by reinstating members)

Outline the areas from last year's PDP which you still need to address this year.

For example:

(List bullet points)

Unable to attend webinar on carbon zero and Biodiversity Net Gain because...?

What are my career aspirations?

You should think about your longer-term career aspirations (3 years +) and your shorter-term aspirations. If you are working towards retirement, your PDP should focus on planning for this.

Specific job roles may be added here, but also think about the skills that you need to get there.

For example:

Long term – I want to gain enough experience that I can set up my own planning consultancy in 5-10 years.

Short term – I want to become experienced in dealing with all types of appeals and to be confident when speaking publicly, for example at Planning Committee.

Develop a SWOT analysis based on your answers to these questions.

<p>Strengths</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Excellent knowledge and understanding of the English planning system.</i> • <i>Good research and analytical skills. Ability to effectively research, analyse and identify strategies.</i> • <i>Ability to communicate effectively through report writing, and with colleagues, clients, and stakeholders.</i> • <i>Organisation skills and ability to manage my time and workload efficiently.</i> • <i>Commercial awareness with the understanding of achieving good results for my company and clients.</i> • <i>Adaptability and flexibility to work on a variety of projects and work.</i> • <i>Strong commitment to personal and professional development through</i> 	<p>Weaknesses</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>Limited experience at Informal Hearings and Public Inquiries.</i> • <i>Need to be more confident in public speaking.</i> • <i>Lack of knowledge of emerging issues e.g. Biodiversity Net Gain, Net Zero aims, Climate Change Mitigation etc, and how to incorporate into designs and planning applications from an early stage.</i> • <i>Time management skills and managing multiple projects and deadlines.</i> • <i>Improve management skills to lead and manage a planning team more effectively.</i>
<p>Opportunities</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>A strong network of contacts established through effective networking and previous applications.</i> • <i>Opportunities for training and CPD events within the company and support for attending external training/events.</i> • <i>Working in a team where there is diverse array of projects and work in different areas.</i> • <i>Working within a multidisciplinary company and the opportunity to be involved in a variety of projects particularly.</i> • <i>The firm's continued aspiration for growth and expansion could provide an opportunity to reach Director level.</i> 	<p>Threats</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>The current recession / downturn in the construction industry may reduce the number of applications and clients.</i> • <i>Greater competition for work with other consultancy firms which may erode fees income and potential redundancies.</i> • <i>The introduction of artificial intelligence and its possible impacts</i>

Please use the information from your career aspirations and your SWOT to identify some Goals and Objectives for part two.

Important to Note:

What you have written in part 1, informs your goals and objectives and action plan

PART TWO – GOALS, OBJECTIVES & ACTION PLAN

Please complete one to three goals; two to four objectives per goal; and two to three SMART actions per objective.

You are not expected to get your line manager or mentor to corroborate your PDP, but you should gain their support for actions beforehand, if required.

Further guidance on the preparing your PDP can be found in the CPD Advice Note [cpd-practice-advice-guidance.pdf \(rtpi.org.uk\)](https://www.rtpi.org.uk/cpd-practice-advice-guidance.pdf)

<p>GOAL 1 Where do I want to be professionally?</p> <p><i>For example:</i></p> <p><i>To be a confident and knowledgeable public speaker in a variety of situations including Planning Committees, Informal Hearings and Public Inquiries</i></p>		
<p>(GOAL 1) OBJECTIVE 1 What outcome will help me achieve this goal?</p> <p><i>For example:</i></p> <p><i>To improve my presentation skills</i></p>		
Action	How will I know I have achieved it?	When will it commence and finish?
<p><i>NOTE: Use RTPI free and paid events, RTPI Learn, as well as articles, advice notes and research to respond to your weaknesses.</i></p> <p><i>Example 1:</i></p> <p><i>I have agreed with my Line Manager that I will attend the RTPI Masterclass “Impactful Planning Communication”</i></p>	<p><i>Reflect and link to online CPD log. Explain clearly how you can achieve this action.</i></p> <p><i>My written and oral communications will improve. I have agreed to present my experience of this masterclass to the rest of the team once I have completed the course.</i></p>	<p><i>Add specific dates of events in this box or when you plan to undertake the learning.</i></p> <p><i>Course 10th April 2024, plus self-learning</i></p> <p><i>Presentation to team 14th May 2024</i></p>
<p><i>Example 2:</i></p> <p><i>I will undertake the internal learning module “Presentation Skills and public speaking.” It has been agreed that I will undertake this during my working hours. The module is 4 hours in length and can be completed in one, or in smaller sections.</i></p>	<p><i>My confidence in presenting and public speaking will have improved. After completing the course, I will begin attending Planning Committee to present my applications, where required.</i></p>	<p><i>I intend to commence this and complete the course in September 2024, undertaking 1 hour per week.</i></p>

(GOAL 1) OBJECTIVE 2

What outcome will help me achieve this goal?

For example:

Become experienced in participating in Informal Hearings and Public Inquiries

Action	How will I know I have achieved it?	When will it commence and finish?
<p><i>Example 1:</i></p> <p><i>I have agreed with my Line Manger to attend the RTPI Masterclass "Giving evidence at Public Inquiries" which commences 28th February 2024</i></p>	<p><i>My knowledge of how to prepare for, and to give evidence at Informal Hearings and Public Inquiries will be developed. I will then be prepared for when I need to give evidence at one of my appeals.</i></p>	<p><i>28th February 2024, plus additional self-learning.</i></p>
<p><i>Example 2:</i></p> <p><i>I have agreed with my Line Manager that I can attend the Lond Mock Inquiry which is organised by RTPI London in partnership with Six Pump Court and The Planning Inspectorate</i></p>	<p><i>Following this course, I will have direct experience of how an Inquiry is run.</i></p>	<p><i>22nd March 2024</i></p>

You may delete the goals, objectives, and actions in this template, as necessary.

Important to Remember:

- More goals, objectives, and actions would need to be added to address this person's identified weaknesses and progression to where they want to be and to complete the 2-year plan.*
- Ensure that what is included in your PDP will add up to 50 CPD hours or more.*
- Use your online CPD log to track your hours and use as a running total.*