



PROFESSIONAL DEVELOPMENT PLAN (PDP)

FOR EXISTING MEMBERS, CPD MONITORING AND REINSTATING MEMBERS

Period of plan
(two years):

1st January 2024 – 31st December 2025

Date of next review
(at least annually):

1st January 2024

Name:

A Retiring 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/large/global private company/multi-disciplinary?

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 a Principal Planning Officer within the Development Management Team.

In my current job role my duties include:

Case officer for major developments, including pre-application advice and planning applications.

Preparation of officer reports and Committee Reports. Presentation of applications to Planning Committee.

Consultations with key stakeholders and Statutory Consultees

Handling planning appeals, writing statements of case, and attending Hearings and Inquiries where required.

Deputising for and supporting the Head of Development Control, providing operational leadership when the HoD is on leave or away from the office.

Supporting the senior planners and junior planners in my team, reviewing their caseloads, assisting them with assessing their applications and proposals and advising them in the determination of the application.

Assist graduate planners in their orientation and mentoring them.

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:

Short Term Aspirations

I want to continue in my present role until my retirement.

I will continue to develop my team's skills in communication and engagement, and in understanding how new legislation impacts the determination of submitted applications.

I will continue to mentor graduate planners through, training, coaching, and providing support.

Longer Term Aspirations

I want to be retired by January 2026.

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

<p>Strengths</p> <ul style="list-style-type: none"> • <i>Attention to detail.</i> • <i>Writing skills</i> • <i>Willingness to learn.</i> • <i>Proactive</i> • <i>Project management and coordination</i> • <i>Time management</i> • <i>Deal with a large, and complex caseload of planning applications and pre-application submissions</i> • <i>Negotiation S106 agreements</i> • <i>Excellent communication and negotiation skills as well as conflict resolution</i> • <i>Ability to maintain my work within statutory timescales and negotiate extensions of time only where absolutely necessary.</i> • <i>Good at supporting my team and mentoring the junior members of the team.</i> 	<p>Weaknesses</p> <ul style="list-style-type: none"> • <i>Insufficient time provided by my employer to remain up to date with key legislative changes and planning law updates.</i> • <i>Lack of an up-to-date Local Plan</i> • <i>Lack of information around retiring and how to commence this process.</i> • <i>What I will do once I have retired</i>
<p>Opportunities</p> <ul style="list-style-type: none"> • <i>Lack of senior staff allows me to step up and undertake work that I may not otherwise be given.</i> • <i>Opportunities to act as senior planner, to gain more experience.</i> • <i>Ability to work closely with the Development Management Team to see the implementation of local plan policies in practice.</i> 	<p>Threats</p> <ul style="list-style-type: none"> • <i>Changing legislation threatens the draft local plan and the timeline for adoption.</i> • <i>Lack of staff to undertake the work required for both the local plan and to support the DM staff.</i> • <i>Lack of budget for CPD and training, which has to be shared among the team.</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)

GOAL 1

Where do I want to be professionally?

For example:

Maintain my principal planner officer role within the team until my retirement, delivering a high-quality planning service and timely decisions.

(GOAL 1) OBJECTIVE 1

What outcome will help me achieve this goal?

For example:

Maintain my Continuous Professional Development, developing further knowledge and skills in line with up-to-date Planning and Environment legislation.

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>For example:</i></p> <p><i>It is agreed that I will attend the webinar “BNG for Planners: A practical approach for successful implementation.”</i></p>	<p><i>Reflect and link to online CPD log. Explain clearly how you can achieve this action.</i></p> <p><i>My knowledge of BNG and how to implement this through my planning applications will have increased and I will feel confident in speaking to my clients about incorporating BNG into their planning applications. I will also present feedback from the course to my team, which reinforces my public speaking and presentation skills.</i></p>	<p><i>Add specific dates of events in this box or when you plan to undertake the learning.</i></p> <p><i>Webinar 6th February 2024</i></p> <p><i>Presentation to team 20th February 2024</i></p>
<p><i>It is agreed that I will attend the free RTPI webinar Climate Change in policy review</i></p>	<p><i>This will allow me to provide advice to both my team and to consultations from the policy team on upcoming draft policies for the updated local plan.</i></p>	<p><i>25th June 2024</i></p> <p><i>Presentation to Team 12th July 2024</i></p>
<p>GOAL 2 Where do I want to be professionally?</p> <p><i>For example:</i></p> <p><i>I will be retired from the Planning Profession by 1st January 2026.</i></p>		
<p>(GOAL 2) OBJECTIVE 1 What outcome will help me achieve this goal?</p> <p><i>For example:</i></p> <p><i>Understand how I can achieve my retirement goal and the steps necessary.</i></p>		
<p><i>Attend the Retirement Planning course held by the Local Authority. This is held over 3 days</i></p>	<p><i>I will understand my pension options and calculate when my earliest date of retirement will be</i></p>	<p><i>29th May 2024</i></p> <p><i>17th July 2024</i></p> <p><i>18th September 2024</i></p>

(GOAL 2) OBJECTIVE 2

What outcome will help me achieve this goal?

For example:

Understand what opportunities there may be to share my knowledge and experience.

<i>I will read the Volunteering pages of the RTPI website. There is no cost to this, and it can be done in my own time.</i>	<i>I will understand what volunteering opportunities are available to me</i>	<i>1st – 30th June 2024</i>
<i>I will apply to the RTPI's Nurture programme. If selected, I will undertake the training session and commence a mentoring relationship. As I work full time, this will commence once I have retired from my position.</i>	<i>I will hopefully be matched to a mentee and will meet a minimum of six times during the mentoring period.</i>	<i>Commencing June 2026</i>
<i>I will volunteer as a mentor to planning officers within my existing Local Authority and neighbouring authorities. As I work full time, this will commence once I have retired from my position.</i>	<i>I will be having regular discussions and catch ups with the officers who have agreed to be mentored.</i>	<i>Commencing monthly from January 2026</i>

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.*