



# PROFESSIONAL DEVELOPMENT

## PROFESSIONAL DEVELOPMENT PLAN (PDP)

### FOR EXISTING MEMBERS, CPD MONITORING AND REINSTATING MEMBERS

Period of plan (two years):	1 <sup>st</sup> January 2025 – 31 <sup>st</sup> December 2026
Date of next review (at least annually):	1 <sup>st</sup> January 2026
Name:	Returning from maternity/paternity/adoptive/illness/carer leave or career break
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](http://www.rtpi.org.uk/associate), [www.rtpi.org.uk/legal-associate](http://www.rtpi.org.uk/legal-associate) or [www.rtpi.org.uk/apc](http://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 Senior Planner.*

*In my current job role my duties include:*

*Preparation and submission of major development applications on behalf of clients.*

*Preparation of supporting planning statements and coordination and review of other relevant supporting statements e.g. Flood Risk, Heritage, Ecology, and draft legal agreements.*

*Attending and presenting at Planning Committee where required.*

*Preparation and submission of planning appeals, attendance at Hearings and Inquiries.*

*Submission of proposed land for inclusion in the Local Plan Housing Land Assessment.*

*Assist junior planners in their roles 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)*

*Have not attended Leadership Training.*

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 progress into a management role.*

*I will work with junior colleagues to develop their skills in communication and engagement, and in understanding how new legislation impacts new proposed developments.*

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

*Longer Term Aspirations*

*I want to return to full time work once my children are both at school.*

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

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• <i>Attention to detail.</i></li> <li>• <i>Writing skills</i></li> <li>• <i>Willingness to learn.</i></li> <li>• <i>Proactive</i></li> <li>• <i>Project management and coordination</i></li> <li>• <i>Time management and organisation</i></li> <li>• <i>Dealing with large, and complex planning applications and pre-application submissions</i></li> <li>• <i>Negotiating S106 agreements</i></li> <li>• <i>Excellent communication and negotiation skills as well as conflict resolution</i></li> <li>• <i>Good at supporting my team and mentoring the junior members of the team.</i></li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• <i>Being away from the office for 12 months has meant that I am not up to date with key legislative changes and planning law updates.</i></li> <li>• <i>Lack of knowledge around Biodiversity Net Gain</i></li> <li>• <i>Need to maintain and improve my general technical planning skills for example, improvements in tech for achieving net zero, flood defence mechanisms, biodiversity enhancement, retrofitting older properties with green energies.</i></li> <li>• <i>Need to enhance my management skills for career progression.</i></li> <li>• <i>Working part time reduces my time available for following up on my applications and I often end up chasing applications out of work time. I need to find a balance between work and home life.</i></li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• <i>The reputation of me and the company results in a continuous supply of major planning applications.</i></li> <li>• <i>Opportunities to deputise for our team manager, to gain more experience.</i></li> <li>• <i>Close working relationships with other professionals e.g. Ecologists, Architects etc results in additional workflows.</i></li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• <i>Constantly changing legislation threatens the preparation of applications.</i></li> <li>• <i>Competition from other planning consultancies who try to undercut our fees to secure work.</i></li> <li>• <i>Costs associated with additional reports required for planning applications and timings for gaining planning consents. This has huge implications for project timings, costs for clients and securing building firms.</i></li> </ul>

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><b>GOAL 1</b> Where do I want to be professionally? <i>For example:</i> Maintain my Senior Planner role within the team being an example of a knowledgeable member of staff.</p>		
<p><b>(GOAL 1) OBJECTIVE 1</b> What outcome will help me achieve this goal? <i>For example:</i> Maintain my Continuous Professional Development, improving my technical knowledge and skills in line with up-to-date Planning and Environment legislation.</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>For example:</i> It is agreed that I will attend the Planning Law Update Webinar held by the RTPI xx Regional Team and this will be funded by my employer.</p> <p>I will watch a free RTPI webinar on Renewable Energies.</p>	<p>Reflect and link to online CPD log. Explain clearly how you can achieve this action.</p> <p>My knowledge of the latest planning law and case law will be enhanced and implemented through planning applications. I will feel confident in advising my clients. I will also present feedback from the course to my colleagues.</p> <p>I will have up to date knowledge on renewable energy schemes that can be incorporated into planning applications.</p>	<p>Add specific dates of events in this box or when you plan to undertake the learning.</p> <p>Conference 3<sup>rd</sup> April xxxx</p> <p>Presentation to team 21<sup>st</sup> April 2025</p> <p>23<sup>rd</sup> October 2025</p>



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**GOAL 2**

What outcome will help me achieve this goal?

*For example:*

*I will develop my leadership and management skills with a view to gaining promotion to Manager.*

**(GOAL 2) OBJECTIVE 1**

What outcome will help me achieve this goal?

*For example:*

*I will gain experience by deputising for my manager and attend appropriate leadership courses to develop my skills.*

Action	How will I know I have achieved it?	When will it commence and finish?
<i>It has been agreed by my manager that I will attend a funded course on Leadership and Management skills</i>	<i>This will allow me to develop my leadership skills ready for promotion to Manager within the next two years.</i>	<i>16<sup>th</sup> – 20<sup>th</sup> June 2025</i>

**(GOAL 2) OBJECTIVE 2**

What outcome will help me achieve this goal?

*For example:*

*Understand what opportunities there may be to manage the team and share my knowledge and experience.*

Action	How will I know I have achieved it?	When will it commence and finish?

<i>I will deputise for my manager during their planned annual leave and other times when they are out of the office.</i>	<i>This will give me short periods of management experience and dealing with staff matters, as well as managing staff caseloads and allocating work.</i>	<i>1<sup>st</sup> Jan – 31<sup>st</sup> Dec 2026 with monthly reviews with line manager</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 part time, this will take place outside of my working hours.</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. Review monthly to ensure the mentoring commences. Meet monthly from June to December 2026.</i>
<i>I will volunteer as a mentor to graduate planners to enable them to work towards gaining membership of the RTPI and developing their knowledge and skills.</i>	<i>I will be having regular discussions and catch ups with the staff 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.*