Linking your Learning Event to your Personal Plan

The Personal Plan is the starting point for your CPD programme and has two components:

- My Practice and Roles (P&R), describing your clinical areas of practice and any non-clinical additional roles
- My Personal Learning Plan (PLP), describing your learning objectives

When you create a Learning Event, you must link it to both components.

Please click on ‘Personal Plan’. The following screen will appear:

Select an appropriate P&R and click on ‘Link’. This action will take you back to the ‘Create Learning Event’ form.
You will now need to link to an appropriate PLP. Click again on ‘Personal Plan’:

The following screen will appear:

Select an appropriate PLP and then click on ‘Link’.

You might find that some of your Learning Events are not relevant to the P&Rs and PLPs that you have set, in which case you can link them to the Additional P&R and/or PLP that are available by default within your Personal Plan. Alternatively, you could create a new P&R and/or PLP.

After linking to both the P&R and the PLP, please record your claim for CPD credits and click on ‘save as complete’. Please be aware that if you do not link your LE to both the P&R and the PLP, your CPD credits will not be counted.
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