

# 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.

The screenshot shows the 'Create Learning Event' form. The 'Name of Learning Event' is 'BMFMS'. The 'Description' is 'Attended BMFMS meeting in London'. The 'Start date' is '2021-09-20' and the 'End date' is '2021-09-20'. The 'Dimension' is 'Clinical'. The 'Type of Learning Event' is 'Formal'. The 'GMC Domain' is 'Knowledge, skills and performance' and 'Safety and quality'. A blue arrow points to the 'Link to Personal Plan (required)' button.

Please click on 'Personal Plan'.

The following screen will appear:

The screenshot shows the 'Link to Personal Plan (required)' dialog box. It has a table with columns for PLP and P&R. The PLP column has 'Additional to plan - PLP' and 'Keep up to date with advances in maternal and fetal medicine'. The P&R column has 'Additional to plan - P&R' and 'Consultant obstetrician with special interest in maternal diabetes'. The 'Link' button is highlighted in green.

Select an appropriate PLP and P&R 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.

If you only link to one of the components of the Personal Plan (ie either the P&R or the PLP) you will receive a message that you must also link to the second component. If you don't, you will not be able to save the entry as complete and your CPD credits will not be counted.

After linking to both the P&R and the PLP, please record your claim for CPD credits and click on 'save as complete'.

### **CPD team contact details**

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