



## LEARNING EXPERIENCE RECORD

Once you have completed your Development Action Plan and decided on which areas you wish to focus, activities that contribute to those particular objectives should be selected.

There are a large number of activities that you may wish to choose from to facilitate your learning. Do not limit yourself to formal learning events (training courses, lectures, computer-based training, videos, distance learning etc.) but also consider the opportunities for day to day learning in the workplace (observing, reading, projects, discussion etc.).

Other opportunities also exist to develop management or personal competencies by taking part in professional body activities, (writing and presenting papers for meetings, conferences or newsletters, membership of committees or working groups etc.) or taking an active part in social or community activities (school governor, neighbourhood engineer schemes, social club committees, scout/guide leader etc.).

You may find that a particular activity relates to several of the skill / knowledge areas on which you have focused.

Each learning experience that facilitates progress towards an objective should be recorded on a 'Learning Experience Record Form'.

### **Instructions for completing the Learning Experience Record Form**

The emphasis should be on recording what you have learned rather than simply recording the activity and the date it was completed. Enter your name on each page and consecutively number the pages within the section. Completed pages should be retained as evidence of your Continuing Professional Development.

Capture and record your learning by linking it to the learning objective and the element of competence where applicable. Record the actions taken ensuring that you include: what you did and when you did it, and then what you learned, how you intend to apply that learning and what follow-up action would be useful.

Do not limit your record to formal events, but try to capture all your learning by including the learning which occurs each time you use the competence and note the small things that you do better. The process of thinking through what you have learned, and keeping a record, will in itself, greatly enhance your development.

Where the learning results in the identification of a new learning objective, the new objective number should be entered under 'Follow – Up Actions'.

### **Instructions for completing the Learning Experience Record Index**

In order to make the process of reviewing your progress easier, an Index form has also been included in this section.

Follow the prompts on the form, entering the activity and cross-reference with the objective number from your development action plan.