**My CPD Plan** provides a structured approach to planning your CPD events for a particular year. CPD is a tool that you can use to help you achieve your business and professional goals. But you can only achieve your goals if you plan for them and monitor your progress.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | |  | |
| Surname |  | | | |
| Membership number |  | |  | |
| This plan covers the period |  | |  | |
| Total CPD hours | **Required** | | **Attained** | |
| Verifiable  Non-verifiable |  | Verifiable  Non-verifiable |  |
| Total |  | Total |  |
| **CPD Goal:**  **What do you want your CPD to achieve for you? Relate your goal to your current role or aspirations** | | | | |
| **Learning outcomes (LO)** | **Position** | | **Goal** | |
| LO 1.  E.g. IFRS for SME | Accountant that prepares financial statements for midsize companies | | Obtain understanding of IFRS for SME | |
| LO 2. |  | |  | |
| LO 3. |  | |  | |
| LO 4. |  | |  | |
| LO 5. |  | |  | |
| LO 6. |  | |  | |
| LO 7. |  | |  | |

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| **Learning outcome 1: IFRS for SME** | | |
| **Identify a need** | I need more knowledge of IFRS for SME |  |
| **Identify a course to address the need** | IFRS for SME License | Planned date: April / May 2020 |
| **Book the course** | Complete online application on [www.saiba.academy](http://www.saiba.academy) | Done  Yes No |
| **Did you achieve your goal?** | I attended the course and completed an online assessment. I now  have a better understanding of IFRS for SME and have already seen the benefits in the financial statements that I prepare for clients. | |
| **Learning outcome 2** | | |
| Identify a need |  |  |
| Identify a course to address the need |  |  |
| Book the course |  |  |
| Did you achieve your goal? |  | |
| **Learning outcome 3** | | |
| Identify a need |  |  |
| Identify a course to address the need |  |  |
| Book the course |  |  |
| Did you achieve your goal? |  | |
| **Learning outcome 4** | | |
| Identify a need |  |  |
| Identify a course to address the need |  |  |
| Book the course |  |  |
| Did you achieve your goal? |  | |
|  | | |

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| **Learning outcome 5** | | |
| Identify a need |  |  |
| Identify a course to address the need |  |  |
| Book the course |  |  |
| Did you achieve your goal? |  | |
| **Learning outcome 6** | | |
| Identify a need |  |  |
| Identify a course to address the need |  |  |
| Book the course |  |  |
| Did you achieve your goal? |  | |
| **Learning outcome 7** | | |
| Identify a need |  |  |
| Identify a course to address the need |  |  |
| Book the course |  |  |
| Did you achieve your goal? |  | |