



Continuing Professional Development

Guide: Progress Checking & the Progress Record

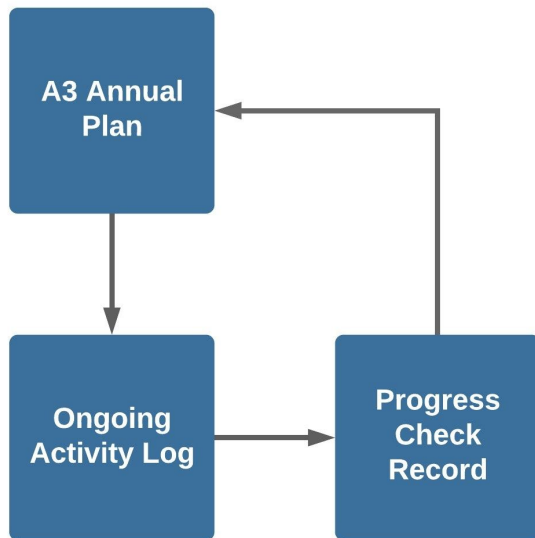
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1. Introduction: The CPD Elements



The Progress Check Record is one of the three CPD elements, which are used for creating your plan and managing your CPD activity:

1. [The A3 annual plan](#)
2. [The ongoing activity log](#)
3. [The progress check record](#)

There is a cyclical flow among the three elements:

- CPD starts with the A3 plan, which feeds into the Activity Log.
- The Activity Log links to the Progress Check Record.
- The Progress Check Record, in turn, feeds into the next iteration of the A3 plan.

The CPD elements are accessed from your personal profile area on the LCS website, which you regularly access during the CPD cycle.

2. Progress Record: Check & Reflect

2.1 Purpose

The **Progress Record** is where you check and reflect on your professional development progress based on the actions you have undertaken relating to the countermeasures detailed in your A3 Plan.

You can carry out up to three progress checks during your CPD cycle. It is recommended that based on a 12 month CPD cycle, checking and reflecting should take place approximately four months, including the CPD cycle year end. The first two are a 'light touch' check on progress, while the final review should be more thorough.

2.2 Progress Checking Process

2.2.1 Access the Progress Record Box

When you are ready to undertake the first self assessment of your progress, click **Progress Record** in your membership account drop down menu.

A progress check record box will appear. This lists each improvement countermeasure reference you specified in your A3 plan, the number of activities you have undertaken so far that relate to it, a completion percentage and a field for notes relating to it.

It also shows an overall completion bar (empty in the example below) and three boxes indicating the checkpoint you are at - for example, in the table below it shows the first checkpoint with the other two Checkpoint boxes greyed out.

CPD Progress Check Record

It is month 1 of your CPD cycle (assumed to be 12 months), at which point you should have completed 9% of your activities. You have currently completed 0% of your activities. Click the Edit Record button at the foot of the forms and when you have finished the click Submit for Endorsement button.

Practicing - 0% Complete

Record	Activity #	Completion	Additional Notes
Practicing 1	1	0%	
Practicing 2		0%	
Practicing 3		0%	

2.2.2 Add a Completion Percentage

Click **Edit Record** and the table will open in edit mode. The Edit button is at the bottom of the the third form (Communicating)

Note that Activities you have undertaken relating to the record will now be displayed. These provide corroboration of your assessment, since they show what you have done to enable the progress to take place. In general, the more activities, the stronger the evidence.

You add a completion percentage for each entry, selecting a number that represents how much progress you think you have made, based on the activities you have undertaken; you can keep it simple by using units of ten or five.

Practicing 2

Become well practised in designing and implmenting 5S programmes

Completion (%)

-
+

Notes

Need to finalise the post implementation review document

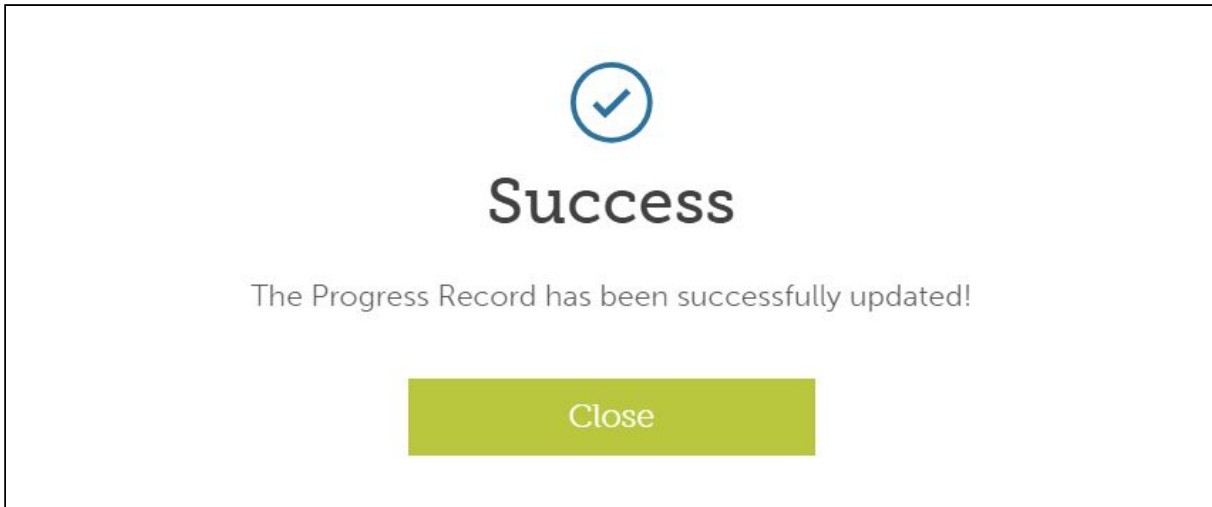
244 characters

Activity

#2 Successfully implemented 5S project in a key unit in the department

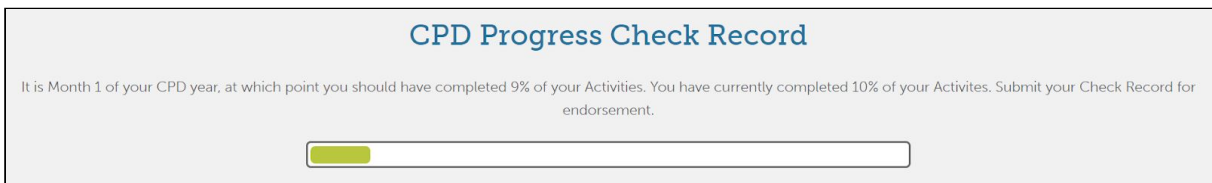
If necessary, you can add a brief note for each line, for example to provide context, add a caveat or salient details.

When you have completed your assessments, click **Save** and a pop up screen will appear indicating your Progress Record has been updated:



2.2.3 Progress Record Update

Each time you update your progress, your overall completion bar will be updated, for example:



Also, the % completions for Practicing, Learning and Communicating will be updated:

Practicing - 59% Complete		
Record	Activity #	Completion

Learning - 65% Complete		
Record	Activity #	Completion

Communicating - 34% Complete		
Record	Activity #	Completion

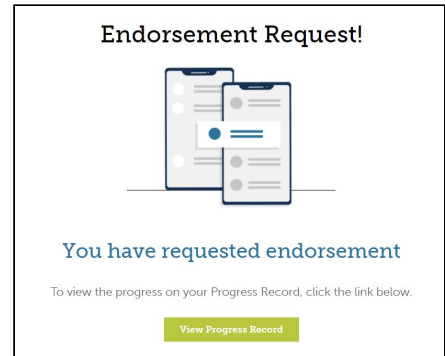
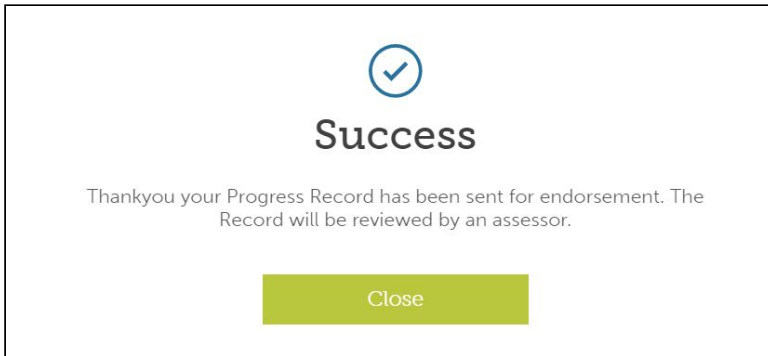
2.2.4 Submit your progress check for endorsement

Once you are satisfied with your assessment of progress, you can submit it for endorsement by an LCS assessor. Note that you can request up to three endorsements for each CPD cycle.

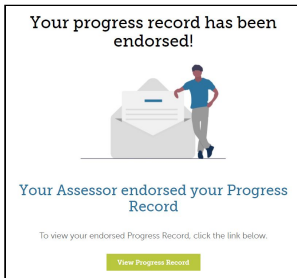
Click the **Submit for Endorsement** button at the foot of your CPD Progress Check Record:



A pop up message appears confirming your submission and an Endorsement message

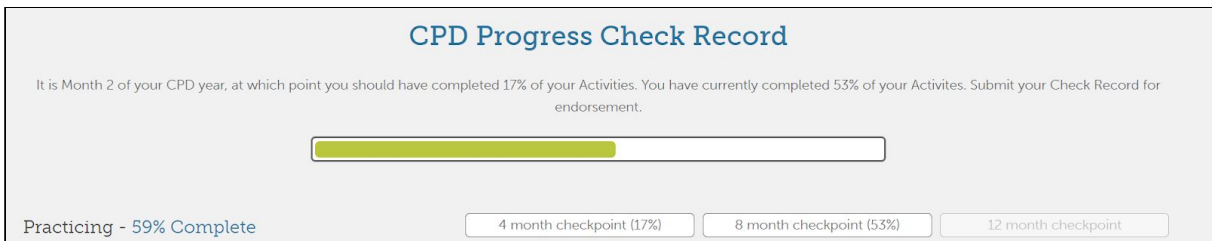


appears in your Profile notifications:



When the LCS assessor has endorsed your Progress Check, you receive a notification in your profile Dashboard.

Your overall progress to date is reflected in your completion bar, as shown in the example below:



After your first endorsement, the next checkpoint box is now revealed, indicating your next progress check and the final checkpoint box is greyed out.