



Continuing Professional Development

Guide: Progress Checking & the Progress Record

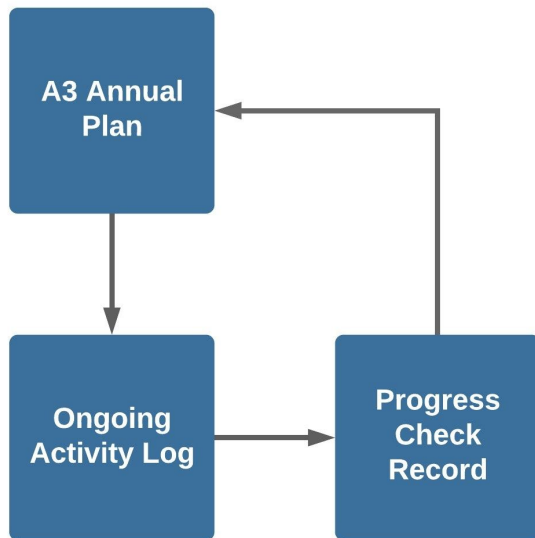
Version: 2021.1

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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. Purpose

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

You can carry 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 four-monthly activities are a 'light touch' check on progress, while annually the review should be more thorough.

3. Progress Checking Process

3.1 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 at four months, with the other two Checkpoint boxes greyed out.

CPD Progress Check Record

It is Month 1 of your CPD year, at which point you should have completed 9% of your Activities. You have currently completed 0% of your Activities. Submit your Check Record for endorsement.

Practicing - 0% Complete

4 month checkpoint (0%)

8 month checkpoint

12 month checkpoint

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

Learning - 0% Complete

Record	Activity #	Completion	Additional Notes
Learning 1	1	0%	
Learning 2		0%	

Communicating - 0% Complete

Record	Activity #	Completion	Additional Notes
Communicating 1		0%	
Communicating 2		0%	

Edit Record

Submit for Endorsement

3.2 Add a Completion Percentage

Click **Edit Record** and the table will open in edit mode.

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 implementing 5S programmes ⓘ

Completion (%)

-
+

Notes

Need to finalise the post implementation review document

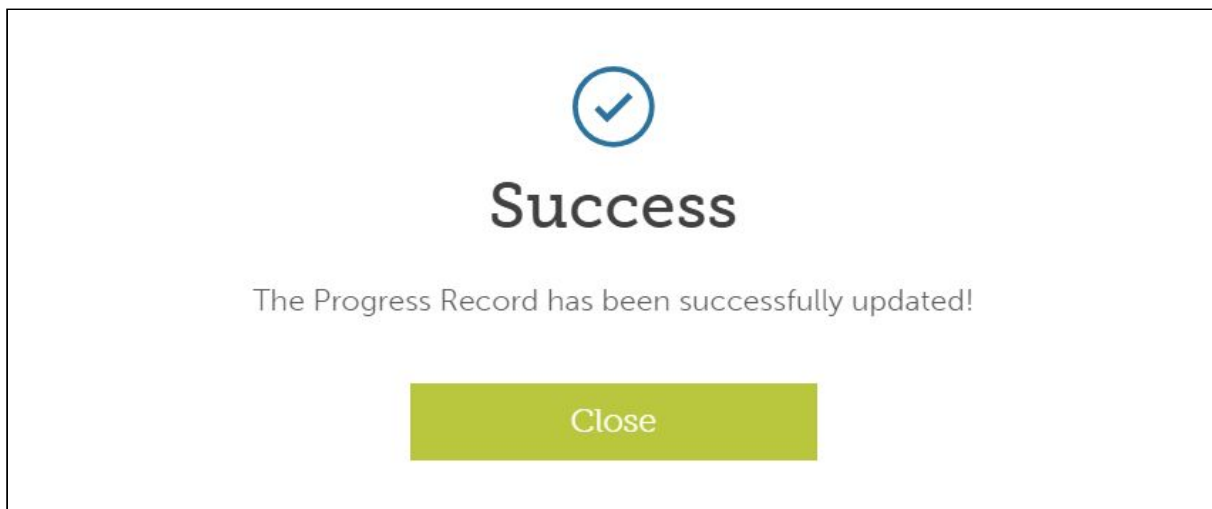
244 characters

Activity

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

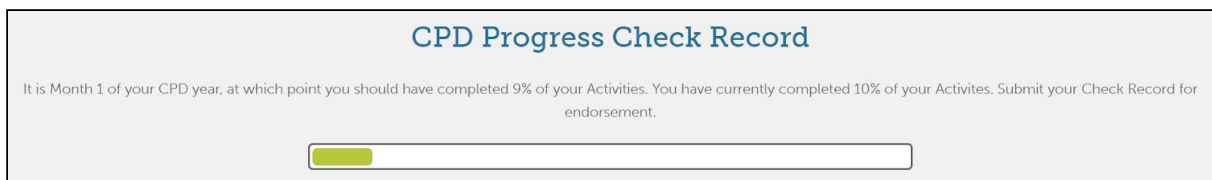
If necessary, you can add a brief note for each line, for example to provide context, add a caveat or salient details.

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



3.3 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:

Record	Activity #	Completion
Practicing - 59% Complete 4 r		

Learning - 65% Complete		
Record	Activity #	Completion

Communicating - 34% Complete		
Record	Activity #	Completion

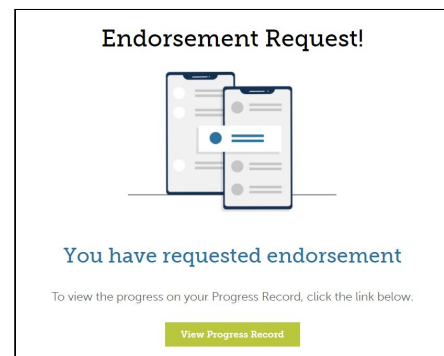
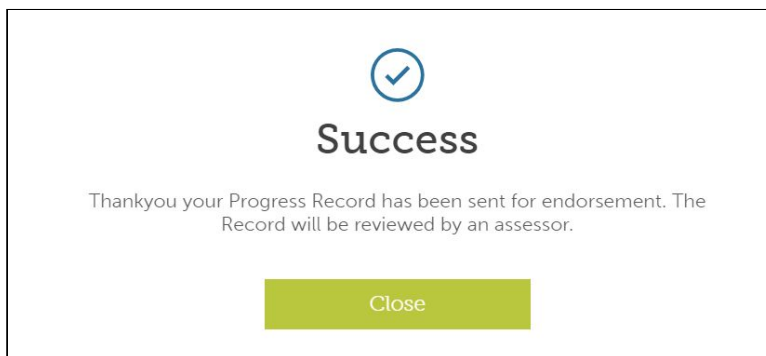
3.4 Submit your progress check for endorsement

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.

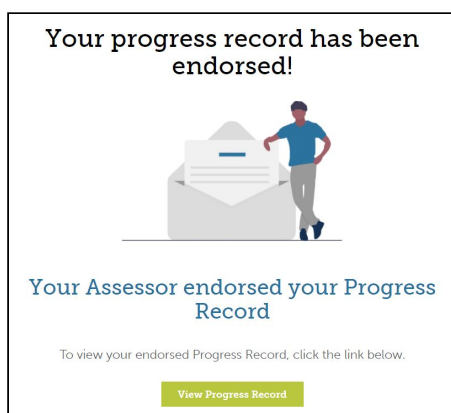
Click the **Submit for Endorsement** button at the foot of your CPD Progress Check Record:



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:

CPD Progress Check Record

It is Month 2 of your CPD year, at which point you should have completed 17% of your Activities. You have currently completed 53% of your Activities. Submit your Check Record for endorsement.

Practicing - 59% Complete

4 month checkpoint (17%)

8 month checkpoint (53%)

12 month checkpoint

After your first endorsement, the eight month checkpoint box is now revealed, indicating your next progress check and the 12 month box is greyed out.

3.5 Closing off your CPD cycle

When three progress checks have been endorsed, typically near or at the 12 month point in your CPD cycle, your overall plan is marked as complete and archived under **Previous Plans**.

Previous Plans

A. McDonald 2021 Development Plan ✔ Endorsed

Plan Period: October 2020 - November 2020 Updated: 31/10/2020

View Plan

You can now start a new A3 Plan by clicking on your member account menu. Note that the over CPD menu elements, such as Activities and Progress Check, will not appear until a new A3 plan has been approved.

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