|  |  |
| --- | --- |
| **Learning and Development Plan** **SRA Continuing Competence System** |  |
| **Name** |  |  |
| **Job title** |  |
| **Period covered** |  |

|  |
| --- |
| **Guidance Notes** *This Plan is used to* *identify any learning and development needs required over at least the next 12 months. Whilst such Plans can be prepared at any point in time, it is recommended that they be prepared in conjunction with staff appraisals so that a holistic approach to needs assessment can be taken. Plans will identify priorities in which further learning and development is to be provided. In formulating learning and development plans, consideration should be given to the following:** *Wider business objectives*
* *Assessment of competence against the SRA* [*Competence Statement*](http://www.sra.org.uk/solicitors/competence-statement.page) *(Solicitors only)*
* *Any needs identified during appraisals*
* *Any mandatory training required for the firm’s accreditation schemes (e.g. Lexcel/CQS)*
* *Mandatory training required to maintain the individual’s membership to specialist accreditation panels*

*In addressing learning and development needs, consider what activity would offer best value and effectiveness in meeting the needs. For example:** *Formal training such as face to face, online courses etc;*
* *In-house training;*
* *Shared learning such as ‘cascade’ training by an individual providing feedback to their colleagues on what they have learned;*
* *Informal training such as a less experienced member of staff learning from an experienced member;*
* *Research, reading and discussion*
* *Use of team meetings for presentations and discussions on appropriate topics*
* *Networking;*
* *Observation;*
* *Mentoring;*
* *Coaching;*
* *Secondments;*
* *Social media.*
 |

|  |  |
| --- | --- |
|  |  |
| **Learning objective***What do I want/need to learn?* | **Method***What will I do to achieve this?* | **Resources***What resources or support will I need?* | **Success criteria***How will I measure the achievement of the learning objective?* | **Timescales***What are the target dates for review/ completion?* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |