

CPD Template for the New Practitioner Programme (NPP)

You can use this template to help:

- Keep the knowledge and skills you need to meet your duty to provide competent standards of work and service up to date (CD7 and gC39 of the BSB Handbook).
- Meet your CPD obligations (Part 4 – C of the BSB Handbook).
- Complete the CPD process, which is set out in our [CPD Guidance](#).
- Demonstrate good practice.

Your information

Name	Jane Smith	CPD year	2023
Chambers/employer	Example Chambers	Barrister Number	<i>If known:</i> 123456
Email	JSmith@example.com		

Year you started the NPP	2021	NPP Status	<input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input checked="" type="checkbox"/> Year 3 <input type="checkbox"/> Extended via a waiver (e.g. due to parental leave or other long-term leave)
Number of CPD hours carried forward from previous CPD years (if applicable)	32	Compulsory requirements completed prior to this CPD year	<input checked="" type="checkbox"/> Nine hours of advocacy training <input checked="" type="checkbox"/> Three hours of ethics training
Area(s) of practice	<i>Select all that apply:</i> <input type="checkbox"/> Admiralty <input type="checkbox"/> Chancery <input type="checkbox"/> Commercial and Financial Services <input type="checkbox"/> Competition <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Crime <input type="checkbox"/> Defamation <input type="checkbox"/> Employment <input type="checkbox"/> European <input type="checkbox"/> Family <input type="checkbox"/> Immigration		<input type="checkbox"/> Insolvency <input type="checkbox"/> Intellectual property <input type="checkbox"/> International <input type="checkbox"/> Landlord & tenant <input type="checkbox"/> Licensing <input type="checkbox"/> Other common law <input type="checkbox"/> Personal injury <input type="checkbox"/> Planning <input type="checkbox"/> Professional discipline <input type="checkbox"/> Professional negligence <input type="checkbox"/> Public law <input type="checkbox"/> Revenue <input type="checkbox"/> Other (please specify)

Type of practice	<i>Select all that apply:</i> <input checked="" type="checkbox"/> Self-employed - full tenant/member of chambers <input type="checkbox"/> Self-employed - door tenant of chambers <input type="checkbox"/> Self-employed - probationary tenant, or 'squatter'	<input type="checkbox"/> Dual capacity barrister <input type="checkbox"/> Employed barrister <input type="checkbox"/> Public access barrister <input type="checkbox"/> Other (please specify)
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Stage 1 – Review.

You may use our [CPD Guidance](#) to help complete this section.

Area	Learning objective	How did you identify this objective?	What type(s) of CPD activities do you plan to complete?
<i>Select all that apply:</i> <input type="checkbox"/> Legal knowledge and skills <input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Practice management <input type="checkbox"/> Working with clients and others <input type="checkbox"/> Ethics, professionalism, and judgement <input type="checkbox"/> Other (please specify)	LO1 Continue to develop my skills in advocacy, particularly around vulnerable witnesses. I want to build on the skills learned during pupillage and the Inns advocacy course I attended in 2022 to focus on handling vulnerable witnesses sensitively and appropriately in court.	<i>Select all that apply:</i> <input checked="" type="checkbox"/> Self-assessment <input type="checkbox"/> Peer feedback <input type="checkbox"/> Mentor feedback <input type="checkbox"/> Client feedback <input type="checkbox"/> Judicial feedback <input checked="" type="checkbox"/> Previous CPD activity <input type="checkbox"/> Other (please specify) Explain <i>how</i> this helped you identify your objective: I learned a lot during the Inns advocacy workshop, but I need to do more to learn how to handle vulnerable witnesses specifically.	<i>Select all that apply.</i> <input type="checkbox"/> Reading or research <input type="checkbox"/> Attending a conference/event <input checked="" type="checkbox"/> In-person training <input type="checkbox"/> Virtual training <input type="checkbox"/> Podcasts <input type="checkbox"/> Delivering lectures etc. <input type="checkbox"/> Other (please specify) My chambers is running a vulnerable witness handling workshop in April.

<p><i>Select all that apply:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Legal knowledge and skills <input type="checkbox"/> Advocacy <input type="checkbox"/> Practice management <input type="checkbox"/> Working with clients and others <input type="checkbox"/> Ethics, professionalism, and judgement <input type="checkbox"/> Other (please specify) 	<p>LO2</p> <p>Further develop my knowledge of the BSB Handbook and approaches to ethical issues, particularly looking at avoiding unconscious bias.</p> <p>I want to build on the ethics training I undertook in 2022 and focus on understanding more about avoiding unconscious bias in my work.</p>	<p><i>Select all that apply:</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Self-assessment <input type="checkbox"/> Peer feedback <input type="checkbox"/> Mentor feedback <input type="checkbox"/> Client feedback <input type="checkbox"/> Judicial feedback <input type="checkbox"/> Previous CPD activity <input type="checkbox"/> Other (please specify) <p>Explain <i>how</i> this helped you identify your objective:</p> <p>I reflected on the ethics training I undertook in 2022 to identify LO2.</p>	<p><i>Select all that apply.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Reading or research <input type="checkbox"/> Attending a conference/event <input type="checkbox"/> In-person training <input checked="" type="checkbox"/> Virtual training <input checked="" type="checkbox"/> Podcasts <input type="checkbox"/> Delivering lectures etc. <input type="checkbox"/> Other (please specify) <p>I am attending a seminar on unconscious bias in February and have downloaded several podcasts.</p>
<p><i>Select all that apply:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal knowledge and skills <input type="checkbox"/> Advocacy <input checked="" type="checkbox"/> Practice management <input type="checkbox"/> Working with clients and others <input type="checkbox"/> Ethics, professionalism, and judgement <input type="checkbox"/> Other (please specify) 	<p>LO3</p> <p>Learn more about my and my chambers' responsibilities regarding data protection, security, and confidentiality.</p>	<p><i>Select all that apply:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Self-assessment <input type="checkbox"/> Peer feedback <input checked="" type="checkbox"/> Mentor feedback <input type="checkbox"/> Client feedback <input type="checkbox"/> Judicial feedback <input checked="" type="checkbox"/> Previous CPD activity <input type="checkbox"/> Other (please specify) <p>Explain <i>how</i> this helped you identify your objective:</p> <p>I attended a short training session on the Data Protection Act (DPA) in 2022 and realised that there is a lot more I need to learn</p>	<p><i>Select all that apply.</i></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reading or research <input type="checkbox"/> Attending a conference/event <input type="checkbox"/> In-person training <input checked="" type="checkbox"/> Virtual training <input type="checkbox"/> Podcasts <input type="checkbox"/> Delivering lectures etc. <input type="checkbox"/> Other (please specify) <p>I will re-read the chamber's policy on data protection and attend a virtual seminar. Chambers may also hold a virtual training session this year.</p>

		in this area. My chambers mentor, the chambers DPO, also said it would be beneficial for me to become more aware of our obligations under the DPA.	
<p><i>Select all that apply:</i></p> <input checked="" type="checkbox"/> Legal knowledge and skills <input type="checkbox"/> Advocacy <input type="checkbox"/> Practice management <input type="checkbox"/> Working with clients and others <input type="checkbox"/> Ethics, professionalism, and judgement <input type="checkbox"/> Other (please specify)	<p>LO4</p> <p>Keep up to date on changes and developments in criminal law.</p>	<p><i>Select all that apply:</i></p> <input checked="" type="checkbox"/> Self-assessment <input type="checkbox"/> Peer feedback <input checked="" type="checkbox"/> Mentor feedback <input type="checkbox"/> Client feedback <input type="checkbox"/> Judicial feedback <input type="checkbox"/> Previous CPD activity <input type="checkbox"/> Other (please specify) <p>Explain <i>how</i> this helped you identify your objective:</p> <p>As a barrister, I must be aware of any changes to the law in the area in which I work.</p>	<p><i>Select all that apply.</i></p> <input checked="" type="checkbox"/> Reading or research <input type="checkbox"/> Attending a conference/event <input checked="" type="checkbox"/> In-person training <input type="checkbox"/> Virtual training <input type="checkbox"/> Podcasts <input type="checkbox"/> Delivering lectures etc. <input type="checkbox"/> Other (please specify)

Delete or add rows as required.

Stage 2 – Record

You may use our [CPD Guidance](#) to help complete this section.

CPD activity - outline the activity, including the provider, if applicable.	Date(s) of the activity	Related learning objective(s)	Did this activity meet the related objective(s)?	Can you evidence this activity?
Attended unconscious bias training seminar at Example Chambers	13/02/23	LO2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Unconscious bias podcasts <ul style="list-style-type: none"> • BBC The Why Factor • Addressing and Overcoming Unconscious Bias in the Legal Profession with Erin Gerstenzang • Stories Seldom Told (Smita Tharoor) I made notes and looked up sources of further reading.	Jan – March 2023	LO2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Partly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Reading chamber's law updates and legal journal articles	Throughout the year	LO4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Attended vulnerable witness training day at Example Chambers	10/04/23	LO1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attended virtual seminar on GDPR – 123 Chambers Solutions	19/09/23	LO3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Attended chambers briefing on new criminal justice bill	8/6/23	LO4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Post-call advocacy training; Best Practice – Lincoln’s Inn	28/10/23	LO1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			Total CPD hours completed, including any carried forward from previous years: 45	

Stage 3 – Reflect

You may use our [CPD Guidance](#) to help complete this section.

Which learning objectives have you met, either fully or partly? Explain with reference to feedback and self-assessment if you can.

LO1 – fully met. I found the chambers training day helpful and feel far more confident in my ability to handle vulnerable clients and others appropriately. I discussed the training day with my mentor, who gave me good feedback on my notes from the discussion. I have also received positive feedback from a vulnerable client that I handled their case sensitively.

LO2 – fully met. I found it helpful to follow up on what I learned during the unconscious bias training I attended with podcasts and reading materials recommended by the trainer, as well as those I found from my research. I want to learn more in this area so I can be more proactive in my approach to being anti-racist in my work. In the future, I would like to be more involved in the E&D work in chambers.

LO3 – fully met. I feel fully confident in my knowledge of my responsibilities under GDPR and have learned enough to help draft training materials for colleagues in chambers. My colleague who delivered the GDPR training gave me good feedback on the quality of the information I provided.

LO4 – partially met. I kept abreast of changes in the law, but I think this is an ongoing objective for me as things keep changing. For example, I want to keep informed about the new Criminal Justice Bill.

Did you vary any of your planned CPD activities or learning objectives during the year?

- Yes
- No

If you answered yes, please explain why. For instance, due to developments in your areas of practice or a change to your personal or professional circumstances.

How has the CPD you completed this year improved your practice? Tell us about any especially valuable CPD activities and any examples of feedback or career development.

I have gained confidence, particularly in dealing with vulnerable people in my work, and have already received good feedback in this area (see above). I have also increased my knowledge of data protection law and GDPR to the extent that I was asked to help a colleague write the training slides for a seminar on GDPR in chambers. I found my CPD activity relating to unconscious bias training illuminating, and it has informed how I interact with colleagues and clients alike.

What future learning objectives have you identified because of the CPD activities you completed? Tell us about any more advanced learning objectives, for example.

I want to learn more about unconscious bias, particularly around being proactively anti-discriminatory, including anti-racist.	
Did you face any challenges in accessing suitable CPD activities?	How could the range and availability of CPD activities be improved?
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (please give details below)	It would be good to have more videos/podcasts and other resources which can be downloaded and watched in one's own time. More videos would be beneficial as I am a visual learner.

Stage 4 – Report

You must submit an annual declaration of completion of CPD as part of the Authorisation to Practise process (rQ134.5 of the BSB Handbook).

You must retain a record of your CPD Plan and completed CPD activities for three years (rQ134.4) and share them with us if we ask for them, for example, as part of a spot check of compliance with the requirements of the NPP (rQ135).