

**CPD Template for the Established Practitioners Programme (EPP)**

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](https://www.barstandardsboard.org.uk/for-barristers/cpd.html).
* Demonstrate good practice.

**Your information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **CPD year** |  |
| **Chambers/employer** |  | **Barrister Number**  | *If known:* |
| **Email**  |  |

|  |  |  |
| --- | --- | --- |
| **Area(s) of practice** | *Select all that apply:*[ ] Admiralty[ ] Chancery [ ] Commercial and Financial Services[ ] Competition[ ] Construction[ ] Crime[ ] Defamation[ ] Employment[ ] European[ ] Family[ ] Immigration | [ ] Insolvency[ ] Intellectual property[ ] International[ ] Landlord & tenant[ ] Licensing[ ] Other common law[ ] Personal injury[ ]  Planning[ ] Professional discipline[ ] Professional negligence[ ] Public law[ ] Revenue[ ]  Other (please specify) |
| **Type of practice**  | *Select all that apply:*[ ]  Self-employed - sole practitioner[ ]  Self-employed - full tenant/member of chambers[ ]  Self-employed - door tenant of chambers[ ]  Self-employed - probationary tenant, or ‘squatter’  | [ ] Dual capacity barrister[ ] Employed barrister[ ]  Public access barrister[ ]  Other (please specify) |
| **Role in practice**  | *Select any that apply:*[ ]  Head of chambers[ ]  Pupil supervisor[ ] Line manager [ ] Owner of a BSB entity | [ ] Manager of a BSB entity[ ] Employee of a BSB entity[ ] Other e.g. management or leadership responsibilities (please specify) |

**Stage 1 – Review.**

You may use our [CPD Guidance](https://www.barstandardsboard.org.uk/for-barristers/cpd.html) 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?** |
| *Select all that apply:*[ ]  Legal knowledge and skills[ ]  Advocacy[ ]  Practice management[ ] Working with clients and others [ ]  Ethics, professionalism, and judgement[ ]  Other (please specify) | **LO1** | *Select all that apply:*[ ]  Self-assessment[ ]  Peer feedback[ ]  Mentor feedback[ ] Client feedback[ ] Judicial feedback[ ] Previous CPD activity[ ] Other (please specify)Explain *how* this helped you identify your objective:  | *Select all that apply.* [ ]  Reading or research[ ]  Attending a conference/event[ ]  In-person training[ ]  Virtual training[ ]  Podcasts[ ]  Delivering lectures etc.[ ] Other (please specify) |
| *Select all that apply:*[ ]  Legal knowledge and skills[ ]  Advocacy[ ]  Practice management[ ] Working with clients and others [ ]  Ethics, professionalism, and judgement[ ]  Other (please specify) | **LO2** | *Select all that apply:*[ ]  Self-assessment[ ]  Peer feedback[ ]  Mentor feedback[ ] Client feedback[ ] Judicial feedback[ ] Previous CPD activity[ ] Other (please specify)Explain *how* this helped you identify your objective:  | *Select all that apply.* [ ]  Reading or research[ ]  Attending a conference/event[ ]  In-person training[ ]  Virtual training[ ]  Podcasts[ ]  Delivering lectures etc.[ ] Other (please specify) |
| *Select all that apply:*[ ]  Legal knowledge and skills[ ]  Advocacy[ ]  Practice management[ ] Working with clients and others [ ]  Ethics, professionalism, and judgement[ ]  Other (please specify) | **LO3** | *Select all that apply:*[ ]  Self-assessment[ ]  Peer feedback[ ]  Mentor feedback[ ] Client feedback[ ] Judicial feedback[ ] Previous CPD activity[ ] Other (please specify)Explain *how* this helped you identify your objective:  | *Select all that apply.* [ ]  Reading or research[ ]  Attending a conference/event[ ]  In-person training[ ]  Virtual training[ ]  Podcasts[ ]  Delivering lectures etc.[ ] Other (please specify) |
| *Select all that apply:*[ ]  Legal knowledge and skills[ ]  Advocacy[ ]  Practice management[ ] Working with clients and others [ ]  Ethics, professionalism, and judgement[ ]  Other (please specify) | **LO4** | *Select all that apply:*[ ]  Self-assessment[ ]  Peer feedback[ ]  Mentor feedback[ ] Client feedback[ ] Judicial feedback[ ] Previous CPD activity[ ] Other (please specify)Explain *how* this helped you identify your objective:  | *Select all that apply.* [ ]  Reading or research[ ]  Attending a conference/event[ ]  In-person training[ ]  Virtual training[ ]  Podcasts[ ]  Delivering lectures etc.[ ] Other (please specify) |

*Delete or add rows as required.*

**Stage 2 – Record**

You may use our [CPD Guidance](https://www.barstandardsboard.org.uk/for-barristers/cpd.html) 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?** |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |
|  |  |  | [ ] Yes[ ] No[ ] Partly | [ ]  Yes[ ]  No |

**Stage 3 – Reflect**

You may use our [CPD Guidance](https://www.barstandardsboard.org.uk/for-barristers/cpd.html) 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.** |
|  |
| **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.** |
|  |
| **What future learning objectives have you identified because of the CPD activities you completed? Tell us about any more advanced learning objectives, for example.** |
|  |
| **Did you face any challenges in accessing suitable CPD activities?** | **How could the range and availability of CPD activities be improved?** |
| [ ] No[ ] Yes (please give details below) |  |

**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 EPP (rQ135).