

Record and evaluate

Updated 9 August 2022

To evaluate the learning and development you have completed, it can help to think about:

- What key things you learnt from each activity.
- How each activity helped you address the learning and development need(s) it was intended to address.
- If you identified any additional learning and development needs as a result of each activity.

To explain how you will improve your practice as a result of the learning and development you have done, it can help to think about:

- The steps you have taken (or plan to take) to apply what you learnt from each activity.
- How those steps have improved (or will improve) your practice. To help with this question, you can use tools like our Competence Statement, guidance for your area(s) of practice and feedback about your practice.
- Any further steps you plan to take to address learning and development needs that are ongoing.
- What steps you plan to take to address any additional learning and development needs you identified as a result.

These points highlight that the learning and development process should be cyclical: when you explain how you have reflected on the quality of your practice, it is fine to refer to lessons you learnt and the steps you identified as a result of learning and development you already completed.

You can use our learning and development template

[<https://www.sra.org.uk/solicitors/resources/continuing-competence/cpd/continuing-competence/templates/>] to:

- record the learning and development activities you have completed,
- evaluate the effectiveness of each activity, and