

## 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

<b>Name</b>		<b>CPD year</b>	
<b>Chambers/employer</b>		<b>Barrister Number</b>	<i>If known:</i>
<b>Email</b>			

<b>Year you started the NPP</b>		<b>NPP Status</b>	<input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Extended via a waiver (e.g. due to parental leave or other long-term leave)
<b>Number of CPD hours carried forward from previous CPD years (if applicable)</b>		<b>Compulsory requirements completed prior to this CPD year</b>	<input type="checkbox"/> Nine hours of advocacy training <input type="checkbox"/> Three hours of ethics training
<b>Area(s) of practice</b>	<div> <i>Select all that apply:</i> <div> <input type="checkbox"/> Admiralty  <input type="checkbox"/> Chancery  <input type="checkbox"/> Commercial and Financial Services  <input type="checkbox"/> Competition  <input type="checkbox"/> Construction  <input type="checkbox"/> Crime  <input type="checkbox"/> Defamation  <input type="checkbox"/> Employment  <input type="checkbox"/> European  <input type="checkbox"/> Family  <input type="checkbox"/> Immigration           </div> <div> <input type="checkbox"/> Insolvency  <input type="checkbox"/> Intellectual property  <input type="checkbox"/> International  <input type="checkbox"/> Landlord &amp; 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)           </div> </div>		

<b>Type of practice</b>	<i>Select all that apply:</i> <input type="checkbox"/> Self-employed - sole practitioner <input 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 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)	<b>LO1</b>	<i>Select all that apply:</i> <input 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)  Explain <i>how</i> this helped you identify your objective:	<i>Select all that apply.</i> <input type="checkbox"/> Reading or research <input type="checkbox"/> Attending a conference/event <input 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)

<p><i>Select all that apply:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal knowledge and skills</li> <li><input type="checkbox"/> Advocacy</li> <li><input type="checkbox"/> Practice management</li> <li><input type="checkbox"/> Working with clients and others</li> <li><input type="checkbox"/> Ethics, professionalism, and judgement</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>	<p><b>LO2</b></p>	<p><i>Select all that apply:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Self-assessment</li> <li><input type="checkbox"/> Peer feedback</li> <li><input type="checkbox"/> Mentor feedback</li> <li><input type="checkbox"/> Client feedback</li> <li><input type="checkbox"/> Judicial feedback</li> <li><input type="checkbox"/> Previous CPD activity</li> <li><input type="checkbox"/> Other (please specify)</li> </ul> <p>Explain <i>how</i> this helped you identify your objective:</p>	<p><i>Select all that apply.</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reading or research</li> <li><input type="checkbox"/> Attending a conference/event</li> <li><input type="checkbox"/> In-person training</li> <li><input type="checkbox"/> Virtual training</li> <li><input type="checkbox"/> Podcasts</li> <li><input type="checkbox"/> Delivering lectures etc.</li> <li><input type="checkbox"/> Other (please specify)</li> </ul>
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*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?
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

			<input type="checkbox"/> Partly	
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partly	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Total CPD hours completed, including any carried forward from previous years:	

### 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.**

**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.**



<b>What future learning objectives have you identified because of the CPD activities you completed? Tell us about any more advanced learning objectives, for example.</b>	
<b>Did you face any challenges in accessing suitable CPD activities?</b>	<b>How could the range and availability of CPD activities be improved?</b>
<input type="checkbox"/> No <input type="checkbox"/> 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 NPP (rQ135).