

MAKE YOUR CPD PLAN FOR FREE! ON THE NAUTICAL INSTITUTE WEBSITE

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CPD Forms

-  [Personal Development Plan 2017](#)
-  [Personal Development Record 2017](#)
-  [Personal Development Reflective Statement 2017](#)

Tom Field MNI:
"How I use CPD"



Case Study

-  [Case Study Template](#)



Research

Researching will enable you to get the information you need to make the right decisions and set your CPD goals. By using the right sources of information you will find what you need to create a personal development plan. Our Web Link Research Directory is a good source to begin with.

-  [Weblink Research Directory](#)

Plan

With your research you can now create a Personal Development Plan. This plan will help you create your targets and goals. These goals may be short, medium or long term depending on the activities you carry out to achieve them.

-  [Personal Development Plan 2017](#)

[Click here](#) to view July 2016 Seaways article on planning.

Record

This is where you can record how you have acted on your plan. Recording your CPD activity allows you to track your progress and keep you focused on achieving your targets. The Nautical Institute champions your commitment and the value of CPD activity. The time actually spent doing any activity is something that you can decide for yourself.

Download the Personal Development Record and use the example template (coming soon) to complete your own CPD record.

-  [Personal Development Record 2017](#)

[Click here](#) to view August 2016 Seaways article on recording and reflecting.

Reflect

Most mariners would agree that much of the learning that takes place onboard occurs during debriefing when the officers and crew are able to recall their experiences, reflect on what went well and what could be improved upon. The Reflect element of the CPD cycle is similar - it allows you to formally 'debrief' on your CPD activity and what you have learnt.

In your reflective statement, you should:

- Explain how the CPD activity helped you achieve your goals
- Examine your performance and contribution in your CPD activity
- Update your Personal Development Plan.

The Personal Reflective Statement may be downloaded and completed for each CPD activity that you have completed or are completing. Each reflection will link to a goal defined in your Personal Development Plan.

-  [Personal Development Reflective Statement 2017](#)

Submit

Only members of The Nautical Institute are invited to submit their CPD portfolio once per calendar year for validation. Please log in to the Members' Area for details on how to submit.

If you aren't a Nautical Institute member, membership of a professional body is an obvious sign of one's commitment to being professional, particularly where professional body membership is not a regulatory requirement. [Find out more about how to join here.](#)

