**Toolkit for self-directed learning**

Apply your learning to practice

# Introduction

This toolkit will assist you to consolidate your learning from a formal or informal professional development event, resource or opportunity. Research shows that professional learning is most successful when reflection on new skills, ideas or knowledge is used to improve practice.

By reflecting soon after an event, you will retain your new knowledge and skills more securely. You will be more likely to remember and apply them, benefiting your professional activities and your service users. This will allow you to meet the [CPD standards required by the HCPC](https://www.hcpc-uk.org/cpd/your-cpd/our-standards-for-cpd/).

The toolkit supports all pillars of the [RCOT *Career Development Framework*](https://www.rcot.co.uk/publications/career-development-framework), for students, support workers and qualified staff at any career level.

# How to use the toolkit

The toolkit has three parts. Record your learning in the first and second sections. Complete them as soon as you are able after the learning event while everything is fresh in your mind. If you are short of time, jot down a few key points right away and return soon after to expand your ideas. You can come back to Section 2 after a day or two to review and add further thoughts. If you haven’t had any further ideas, reviewing your notes will still help to embed your learning. As you do so, you may think of more points that you want to record.

The third section is for you to map, reflect and plan in greater depth if you wish.

The time needed to complete this resource will vary according to the nature of the event and how many ideas you gain from it.

The questions provided are not exhaustive or prescriptive. They are a starting point to stimulate your thinking and to help maintain your learning. Use the questions in any way that works for you. For example, you may not feel it necessary to map learning to the *Career Development Framework* after reading a single article, but you might decide to record how it relates to the [*RCOT Professional Standards and Ethics*](https://www.rcot.co.uk/practice-resources/rcot-publications/downloads/rcot-standards-and-ethics), or plan to learn more about the topic.

As you work through the toolkit, you may feel excited to discover new ways of working. Sometimes though, feelings of discomfort can arise at the prospect of change. Try to notice if this happens to you, because this can be a clear signal of an opportunity for learning and professional development. It may be helpful to review your thoughts with a critical friend or mentor, or to discuss your learning in your supervision sessions. Come back to the toolkit as often as you want to refresh your learning and guide your next steps for professional development.

1. **The learning event**

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| **Title of resource** | Click or tap here to enter text. | | |
| **Type of resource**  (e.g. workshop, webinar, conference session etc) | Click or tap here to enter text. | **Date of access** | Click or tap here to enter text. |
| **Other details about the resource** | Click or tap here to enter text. | | |

1. **My learning record**

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| 1. Why have I used this resource? What was I hoping to learn that will benefit my professional development? |
| Click or tap here to enter text. |
| 2. What are my key learning points from this resource? |
| Click or tap here to enter text. |
| 3. Did this resource meet my learning expectations? What questions did it raise for me? |
| Click or tap here to enter text. |
| 4. In what ways can I actively apply my learning to my professional practice? How will my learning benefit my service users? |
| Click or tap here to enter text. |
| 5. Are there any potential barriers I might need to overcome? |
| Click or tap here to enter text. |
| 6. What else might I need to do to apply this learning into my practice? |
| Click or tap here to enter text. |

1. **Going deeper with my learning**

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| --- | --- |
| **Title of learning resource** | Click or tap here to enter text. |

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| 1. Mapping the resource to the RCOT *Career Development Framework.* |
| i**.** Use the table below to map the event or resource to the [RCOT *Career Development Framework*](https://www.rcot.co.uk/publications/career-development-framework) pillars of practice using the information in Section 5.1 (page 9) of the Framework. The resource may map to more than one pillar.  ii. Map the event or resource to the career level(s) using the information in Sections 5.2–5.4 (pages 11–17) of the Framework. It is not unusual for a resource to map to different career levels across pillars.   |  |  |  | | --- | --- | --- | | Pillar of practice | Pillar relevant to my resource? | Career level(s) | | Professional practice | Yes/No | Click or tap here to enter text. | | Facilitation of learning | Yes/No | Click or tap here to enter text. | | Leadership | Yes/No | Click or tap here to enter text. | | Evidence, research and development | Yes/No | Click or tap here to enter text. | |

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| 1. If you wish, continue to use the [*Career Development Framework*](https://www.rcot.co.uk/publications/career-development-framework) to identify the individual principles, called Ways of thinking and Skills, according to the pillar(s) and level(s) that you have identified.   These are covered in Section 5.5 (Professional practice, page 18), Section 5.6 (Facilitation of learning, page 27), Section 5.7 (Leadership, page 36) and Section 5.8 (Evidence, research and development, page 48). |
| Click or tap here to enter text. |
| 1. How does the resource support these principles for your practice? |
| Click or tap here to enter text. |
| 1. The [*RCOT Professional Standards and Ethics*](https://www.rcot.co.uk/practice-resources/rcot-publications/downloads/rcot-standards-and-ethics) expect on-going learning in Welfare and Autonomy (Section 3), Service Provision (Section 4), Professionalism (Section 5) and Capability and Fitness to Practice (Section 6). How does the resource support any or all of these domains? To guide your thinking, you may want to refer to the Standards Audit Tools, available on the Professional Standards and Ethics webpage. |
| Click or tap here to enter text. |
| 1. Has mapping the resource and identifying principles with the *Career Development Framework*, and/or linking it to the *RCOT Professional Standards and Ethics*, given you further insights about your learning? What are they? |
| Click or tap here to enter text. |
| 1. Is there more learning you would like to explore on the topic?   What steps will you take to find out more? |
| Click or tap here to enter text. |

# Further resources

Broughton W, Harris G eds (2019) Principles for continuing professional development and lifelong learning in health and social care. The Interprofessional CPD and Lifelong Learning UK Working Group. Bridgwater: College of Paramedics. Available at

<https://www.rcot.co.uk/practice-resources/rcot-publications/downloads/rcot-standards-and-ethics>

Accessed on 19.04.21.

Health and Care Professions Council. Continuing professional development (CPD). London: HCPC. Available at: <https://www.hcpc-uk.org/cpd/> Accessed on 19.04.21.

Royal College of Occupational Therapists (2021) *Career development framework: guiding principles for occupational therapy.* Second Edition,RCOT. Available at: <https://www.rcot.co.uk/publications/career-development-framework> Accessed on 19.04.21.

Royal College of Occupational Therapists (2021) *Professional standards for occupational therapy practice, conduct and ethics*. RCOT. Available at: <https://www.rcot.co.uk/practice-resources/rcot-publications/downloads/rcot-standards-and-ethics> Accessed 19.04.21

To explore in greater depth the relationship of the learning resource to the Professional Standards and Ethics, download the Standards audit tools available on the RCOT Professional Standards and Ethics web page.

<https://www.rcot.co.uk/practice-resources/rcot-publications/downloads/rcot-standards-and-ethics>

Accessed 19.04.21

# Feedback

Your views are important to us. Let us know what you think of this resource by sending your feedback to [prof.dev@rcot.co.uk](mailto:prof.dev@rcot.co.uk) or get in touch on Twitter [@CPD\_RCOT](https://twitter.com/CPD_RCOT).