



Planning, recording and reflecting on learning

For several years, GP Educationalists have advocated the 'PLP' model of planning and evaluating learning. However, we have become increasingly aware this model is rigid, and does not suit everyone's personality and learning preferences.

As a result we have put together a folder of templates for you to have a look at. These include the 'old' PLP templates together with some new ones. The aim is to suggest a broader range of ways of recording your learning. You may find here one or more that you would like to use as written. Alternatively, they may give you some ideas for devising your own records. Feel free to adapt any of them in whatever way you wish.

The folder also includes some supporting notes which you might find it useful to read, or to use in conjunction with the templates.

If you feel that a 1:1 or group tutorial would help you further, we are happy to arrange this. Please email Mandy Price (mandy.price@sevwesdeanery.nhs.uk)

Planning learning

Why produce a learning plan?

- It can help us to prioritise learning
- It can help to motivate (for some people)

Isn't the Appraisal PDP enough?

Yes, it is. However, our learning needs and wants change over a 12 month period. It might be helpful to produce a plan that

- is based on your PDP
- is fluid: modify, add to and/or delete learning needs as becomes appropriate through the year

Do I *have* to write it down?

Only if this is helpful. You might want to make a voice recording, or just keep a mental record.

If I produce something written, must it have everything I learn on it?

No. Only what you plan; not

- incidental learning
- minor points that you look up or ask a colleague about
- courses that you attend as they are of interest, but did not respond to your planned learning.

Recording learning

Why keep a record of learning?

- It forms the basis of a learning portfolio, and as such is important for appraisal and revalidation
- Some of us find it satisfying to have a record of our (substantial) learning

Should I keep a record of absolutely everything I learn?

No. Decide how substantial a piece of learning must be for you to make a record of it. You might, for example, want to record learning that has taken up at least ½ a day.

Reflecting on learning

Why do this?

There are 2 reasons to reflect on your learning.

- To consider how *much* you learned
- To consider how *well* you learned:
Did this style of learning suit you personally?
Could you have got more out of the learning experience?

Why write this down?

Many people find that the act of writing 'completes the learning circle'. This means that it

- embeds the learning
- encourages us to think about how we know how much we have learned
- helps us to clarify what helped and hindered learning on this occasion, so that we can go on to learn more effectively next time.

If you choose to do this, you need only note down what is personally significant, and you can be as brief (or expansive) as you wish.

Folder of support materials

Notes for effective learning (linked to the templates marked*)

Producing a Personal Learning Plan (linked to the templates marked@)

Planning templates: [Learning Plan@](#)
[Personal Learning Plan \(the 'old' PLP template\)*](#)

Recording template: [Record of learning@](#)

Reflecting templates: [Reflection on a learning experience@](#)
[Personal Learning Plan Summary and Evaluation of Learning \(the 'old' Evaluation template\)*](#)

If these materials are not together with this document, and you would like to receive them, please email Mandy Price (mandy.price@sewvesdeanery.nhs.uk)

Some websites that may also be of use:

http://www.londondeanery.ac.uk/gp/primary_care_development/personal_development_plans/index.asp

Includes several suggested templates and learning support documents.

http://www.merseypostgradgp.nhs.uk/Pgea/plp_intro1.asp

Their PLP = a Learning portfolio. This site suggests what should go into a Learning portfolio, and lists ways to identify learning needs.

<http://www.wisdomnet.co.uk/portplan.html>

This has templates to support planning, recording and reviewing learning, together with guidance notes.