



DEVELOPMENT ACTION PLAN

The period covered by your development action plan may vary. Any period from about two months (eg a specific secondment) to two years is likely to be appropriate.

If your employer has their own Professional/Career Development system, then that documentation may be used either in place of, or complimentary to your DAP.

You may be reasonably clear where you want to be in two to five years time or longer. If so, move straight to writing down some specific and dated goals for the next period, say twelve months. If you need to do some thinking about your medium and long-term development, it may help to begin with the next twelve months anyway. Ask someone whose professional opinions you respect to be a sounding board.

Increasingly, employers are using competencies to identify the skills required of their particular business (or sectors of business) and use competence profiles in their selection processes. The use of competence profiles for focusing your own learning, and assessing your progress, is encouraged where appropriate. Competence profiles that may be of benefit include the IRSE Licence Categories, National Occupational Standards, S/NVQ's, MCI Units and the competencies defined by the Engineering Council (UK) in UK-SPEC (UK Standard for Professional Engineering Competence).

Start by drawing up a list of the competence and knowledge aspects that are important to you in your current position. This will enable you to identify those items requiring regular maintenance and those that will require updating as technology and techniques evolve. You may also identify new subjects that may affect your work in the future.

When this form is used to control licence applications within the IRSE Licensing Scheme, the objective entered on the form should be 'Award of a Licence for category 1.2.333'. Where you are using another recognised competence standard, the objective should state the standard used.

The appropriate competence standards/checklists and supporting Summaries of Evidence should then be kept in the Qualifying/Initial Professional Development section of this folder.

The method of achieving your objective should be shown, including any pre-conditions that may need to be fulfilled. Choose methods that will be most effective for you. Learning methods may include:

- Undertaking new tasks or projects
- Working closely with, or work shadowing a colleague
- Training Courses
- Open, flexible or distance learning materials – printed matter, audio tapes, video tapes, interactive video, CD, computer programmes or via the internet
- Reading professional and specialist magazines and journals
- Attending lectures, seminars and conferences
- Building a network of contacts for an informed opinion on current trends and directions.

Each time you undertake a learning activity, you should record it in the section marked 'Learning Experience Record'

Your development must be reviewed regularly as this serves to demonstrate how you have met your objectives. A form has also been included in this section for this purpose.

Instructions for completion of the Development Action Plan:

Write your name and Membership or Licence number on each page and enter the period covered by the development action plan. Number and state the learning objective in the 'Objective' column. Outline the possible ways of achieving the objective that you have identified in the 'Method of Achieving Objective' column. The target date for achieving the objective should be entered under 'Target Date'.

Instructions for completion of the Development Action Plan Review:

IRSE

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Follow the prompts on the form.