

How to write a CPD Plan



Set your goals. Track your learning. Maintain compliance.

A CPD Plan is not just a plan – it's a roadmap into the future. Your CPD plan sets the course for the year ahead, ensuring every learning opportunity aligns with your professional goals. Your plan should align with your registered scope of practice and reflect areas where you want to develop or deepen your expertise.

Most importantly, it also helps you stay compliant and meet the Standard*.

Find out how to meet the Standard* by reading our AMA CPD Home Program Guide at cpdhome.org.au/program.



Before you begin

Ask yourself four simple questions:

- What do I want to learn?
- Why do I want to learn it?
- How can I learn it?
- How will I know if I have successfully learnt it?

Need inspiration? If you complete the *Planning for Learning 2026* CPD activity in the AMA CPD Home Catalogue, you'll earn 30 mins towards Educational Activities.

Writing your CPD Plan

Your CPD Plan does not need to be complex. A clear outline of your learning goals and focus areas is usually sufficient.

The AMA CPD Home Tracker makes planning simple.

- 1 Log in to your CPD Home account.
- 2 Select **CPD Plan** and choose the current year.
- 3 Enter your **learning goals** and why they are important to your scope of practice.
- 4 Identify your **learning focus areas** for the year.
- 5 Consider the **types of CPD activities** you may undertake to achieve these goals.
- 6 Save your plan.

Tips for creating a useful CPD Plan

Many doctors find it helpful to think about their learning in terms of health priorities and employment opportunities.

Consider the following when developing your plan:

- Identify key knowledge or skill areas you would like to strengthen.
- Reflect on gaps in your current knowledge or practice.
- Get specific! Group your ideas into focus areas.
- Identify CPD activities that align with these areas.
- Consider how you will measure progress or success.

Your CPD Plan evolves

Your CPD Plan is not a fixed contract. It is simply a guide to support purposeful learning. If your practice, interests or opportunities change during the year, you can update your plan at any time. At the end of the year, review your plan by reflecting on what you've learned. This annual reflection can help guide next year's CPD plan.

Start writing your CPD plan today and tread your own learning pathway with AMA CPD Home.



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*Medical Board of Australia (MBA) Registration Standard: Continuing Professional Development.