

- 1. ESOL teacher's Sample One-year CPD Plan**
- 2. Assistant Director of Studies Sample One-year CPD Plan**
- 3. Teacher Trainer's Sample one-year CPD Plan**
- 4. British Institute of ELT Continuing Professional Development Plan**

ESOL teacher's Sample One-year CPD Plan

British Institute of ELT Continuing Professional Development Plan

Member's name: Anne O' Rack Membership no. 12345

CPD plan date from: June 1999 Date to: June 2000

Career Route: (Current post(s), responsibilities, role(s) or level(s) of effectiveness): ESOL teacher, one year experience; Teaching low level, multi-lingual adult General English classes				
Career Route: (Target post(s), responsibilities, role(s) or level(s) of effectiveness): becoming competent in key skills, teaching all levels of mono- and multi-lingual adult groups; teaching exam classes				
Skills to develop I= Interpersonal personal P= Present professional F= Future career		CPD activity	Dates	CPD units (approx.)
P	Skill in adapting and creating resources	<ul style="list-style-type: none"> ▪ Reading IATEFL newsletters and discussing in weekly professional development meetings 	4 hours reading and 3 development sessions 1 hour each. 7/99-10/99	10
I	Confidence to discuss classroom practice with colleagues			
F	Knowledge of international ESOL exams	<ul style="list-style-type: none"> ▪ Attended In-house teacher development session on teaching exam classes ▪ Team teaching and feedback my first exam class with Assistant Director of Studies 	1 hour 2/00	2
F	Knowledge of ESOL exam resources		3 hours 3/00	6
I	Counselling skills	<ul style="list-style-type: none"> ▪ Observed and given feedback by DoS when handling disruptive students 	2 hour 10/99	2
P	Skill in adapting and creating resources	<ul style="list-style-type: none"> ▪ Wrote 2 separate in-house self-access projects 	2 projects 2/00-5/00	10

Assistant Director of Studies Sample One-year CPD Plan

British Institute of ELT Continuing Professional Development Plan

Member's name: Carrie Mee Membership no. 2345

CPD plan date from: June 1999 Date to: June 2000

Career Route: (Current post(s), responsibilities, role(s) or level(s) of effectiveness): Assistant Director of Studies				
Career Route: (Target post(s), responsibilities, role(s) or level(s) of effectiveness): Director of Studies				
Skills to develop I= Interpersonal personal P= Present professional F= Future career		CPD activity	Dates	CPD units (approx.)
P	Goal setting skills	Take an ELT Management Diploma	9/99-6/00	30
F	Knowledge of appraisal systems and their evaluation			
P	Health and safety knowledge	Read school Health and Safety Handbook and make a quiz for staff on main issues	11/99	7

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Teacher Trainer's Sample one-year CPD Plan

British Institute of ELT Continuing Professional Development Plan

Member's name: Dinah Mite Membership no. 345

CPD plan date from: June 1999 Date to: June 2000

Career Route: (Current post(s), responsibilities, role(s) or level(s) of effectiveness): course Director (Cert. TESOL); leading courses in the UK and in an overseas centre; standardisation of course tutors				
Career Route: (Target post(s), responsibilities, role(s) or level(s) of effectiveness): Teaching Practice Tutor (Diploma TESOL)				

Skills to develop I= Interpersonal personal P= Present professional F= Future career		CPD activity	Dates	CPD units (approx.)
P	Data collection and evaluation skills	Read classroom based research title (Wallace M 1998 <i>Action Research for Language Teachers</i> CUP), and create system for comparing teacher-training courses.	7/99	8
		Present findings at national ELT conference	4/00	5
F	Methodology knowledge and skills update	Attend whole IATEFL conference	4/00	20

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British Institute of ELT Continuing Professional Development Plan

Member's name: _____ Membership no. _____

CPD plan date from: _____ Date to: _____

Career Route: (Current post(s), responsibilities, role(s) or level(s) of effectiveness):				
Career Route: (Target post(s), responsibilities, role(s) or level(s) of effectiveness):				
Skills to develop I= Interpersonal personal P= Present professional F= Future career		CPD activity	Dates/ hours	CPD units (approx.)