

# Your CPD Plan

This presentation has been developed to provide you with accessible information to help you complete your CPD Plan - the guiding step in your AMA journey.

If you have any other questions please email us – [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org)

# Your CPD Plan

Once you have completed your Knowledge Journal (KJ) and registered for the AMA your next step is to find a mentor.

Finding a mentor sometimes takes time but that doesn't mean you have to lose any.

The KJ is the foundation of your CPD planning.

Looking at this and thinking about your career aspirations is a good starting point.

# Your CPD Plan

We have developed a template that help you think about your CPD, articulate it, record it and highlight priorities.

It asks you to think about:

**Where** you would like to see your career take you – your career aspirations and the steps to get there – your goals.

**What** skills, knowledge and experienced you need to develop.

**How** you are going to develop the **WHATS**.

## CPD - The Wheres...

To make the most of your AMA you need to think to the future.

- Where would you like to be at the end of your AMA?
- Where would you like to be in five years time?

There is no right or wrong answer.

- It could be about having a particular job or expertise.
- It could be about working for a particular organisation or location.

# Your CPD Plan

Here are some questions to help you:

- Is there a discipline you want to excel in?
- Is there an organisation, or organisation type, you would like to work in?
- Do you have aspirations to be a paid member of staff?
- Do you have aspirations to become a freelancer?
- Do you want to have a particular job title or grade?
- Do you want to deliver a particular public benefit?
- Do you want to work in a particular location, region or nation?

## CPD - The Wheres...

These are your overarching career aspirations. We then ask you to reflect on the steps to get there.

These are your professional development goals you want to achieve by the end of your AMA.

One goal is standard for all AMAers:

1. To achieve the AMA award – becoming a well-rounded museum professional by developing experience to meet the good description of the AMA KJ and AMA criteria.

# CPD - The Whats

1. To achieve the AMA award – becoming a well-rounded museum professional by developing experience to meet the good description of the AMA KJ and AMA criteria.

You need to reflect on **WHAT** you need to develop.

This will depend on how many of the KJ criteria you had already met are good, and/or your focus on the other AMA criteria.

Essentially the **WHATS** are the criteria you self-assessed as basic.

# CPD - The Whats

KJ Criterion 7 - How museums operate.

- You can describe how your organisation manages: its workforce, including volunteers and freelancers, its financial and commercial activities.
- You can discuss your role - as employee, volunteer or freelancer in relation to your/ an organisation's structure and financial and commercial activities.

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## CPD - The Hows

You now need to reflect on how you are going to develop the skills, knowledge or experience to meet criterion 7.

We all have preferred ways to learn; this can accelerate our learning making it more effective and efficient.

However certain topics are best developed in particular ways and so it is important to think about the variety.

If an activity enables you to think, do or act differently then this is a relevant development activity.

# CPD - The Hows

Some of the ways you develop are by:

1. Reading - Museums Journal, Blogs, Set texts, Policy documents.
2. Observing - experts in their field, role models.
3. Reflecting - on what you have done and would do differently.
4. Watching - films, TED Talks.
5. Listening - experts in their field, podcasts, interviewing.
6. Participating - networks, Twitter Hours, workshops etc.
7. Visiting - other museums, websites.
8. Doing - the area you want to develop.

## **CPD - The Hows for criterion 7 - How museums operate.**

- You can describe how your organisation manages: its workforce, including volunteers and freelancers, its financial and commercial activities.
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**Reading** – Recruitment and Selection Policy, Pay Policy, Annual Report and Statement of Accounts. Associated Finance Procedures, Organisational Structure. Pricing Policy, Venue Hire Information.

## CPD - The Hows for criterion 7 - How museums operate.

The logo for the Museums Association, consisting of the words "MUSEUMS" and "ASSOCIATION" stacked vertically in white, uppercase letters on an orange square background.

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**Observing** – your line manager, the Head of Department, Director. Shadowing those in commercial or finance roles. Attending the next Union meeting or Staff Forum.

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**Reflecting** - on how you are treated, how you manage others, your role in fundraising, grant applications, how you would do things differently.

Reflecting is an important part of the AMA and we encourage reflection after every development activity.

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**Watching** – documentaries about other cultural institutions and organisations in general.

As you can see some **HOWS** are more relevant to other **WHATS**.

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**Listening** – talking to people, interviewing people about their experience.

As you can see some **HOWS** are more relevant to other **WHATS**.

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**Participating** – in training that develops the skills associated, joining a trade union, undertaking extra-role activities – does your organisation have champions?  
Following Arts Commercial Enterprise – ACE, Join Museum Freelance on LinkedIn or follow them on Twitter.



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**Visiting** – depending on the size of your organisation you may want to visit other sites within it, if may not work in an organisation or one that does limited commercial ventures so why not visit other museums to provide you with insight.

# CPD - The Hows for Criterion 7 - How museums operate.

The logo for the Museums Association, consisting of the words "MUSEUMS" and "ASSOCIATION" stacked vertically in white, uppercase, sans-serif font, set against a solid orange square background.

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**Doing** – all of the examples to date have been about doing something however there is also something to be said with just having a go at something – if it is new then it is in part of your development – adding in the reflection makes it part of your CPD.

## Your CPD Plan

Once you and your mentor are happy with your CPD Plan and you have ensured that all the requirements have been met then you can submit your CPD Plan to the Museums Association – [cpd@museumsassociation.org](mailto:cpd@museumsassociation.org)

The CPD Plan is then sent to an external verifier to review.

This usually takes 4 weeks. It doesn't mean you can't continue to develop during this time.

The formal date your AMA starts is the date you submitted your plan to be approved.

# Your CPD Plan

Sometimes CPD Plans are not approved. These are the common reasons:

1. The goals do not contribute to the over-arching career aim.
2. The goals are too big and need to be separated out.
3. The development activities do not deliver to the development needs.
4. The CPD Plan is too ambitious – the extent to which it is achievable as well as holding down a job or fulfilling a freelance contact.
5. No dates or frequency to complete development activities.

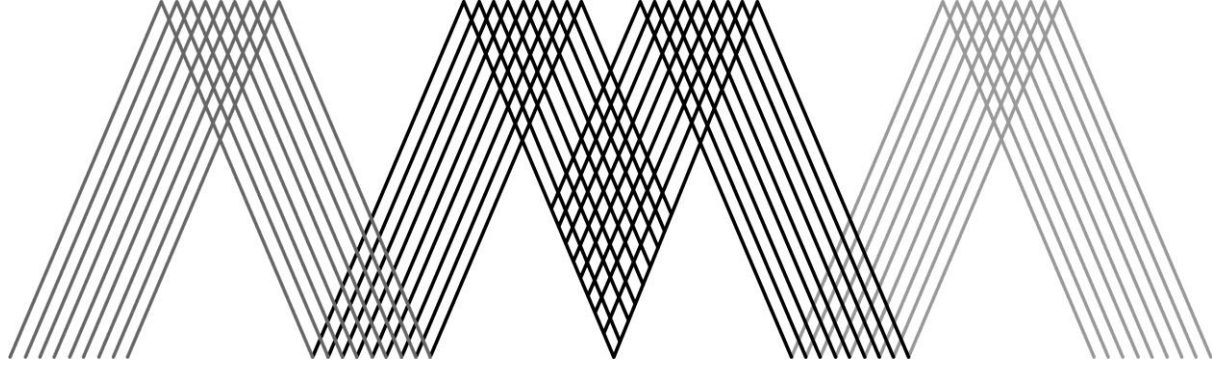
# Remember your CPD Plan

Helps you identify your aspirations and direction.

Helps you articulate these and reflect to develop a clear plan of action for professional development.

Is about you and your aspirations and should as such not always be grounded in your current role or organisation.

The CPD Plan is just that a plan. This means that it may change over time – it is dynamic – and as such be responsive to these changes.



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