

RTO Staff Professional Development Plan

Name	[Your Name]
Year	2025
Qualifications and/or units Delivered	[what do you train and assess]
Current Strengths	[identify your strengths, things to 'double-down' on]
Opportunities for Professional Development	[describe the areas you'd like to develop professionally in]
Comments from peer or supervisor	[Ask a peer or supervisor for feedback on your PD plan and areas they think you could develop in]

Development Area	Activity	Evidence	Date	Status
VET Currency ▾	Currently completing TAE40122	Enrolment Confirmation	Jan 20, 2025	In Progress ▾
VET Currency ▾			14 Oct 2024	Planned ▾
Industry Currency ▾	EG Required to complete refresher	Emails with XPM executives. Screenshot of calendar Examples of report completed	19 Jan 2023	Completed ▾
Digital Skills ▾	EG Attended a webinar addressing advanced skills using Zoom	Webinar 'thanks for attending' email	19 Jan 2023	Completed ▾
Industry Currency ▾			19 Jan 2023	Planned ▾
VET Currency ▾	EG Attend Accellier Free PD webinar on compliance obligations in RTOs	Cert of attendance	19 Feb 2025	Planned ▾
Digital Skills ▾	EG Using the RTO LMS & SMS	Webinar attendance cert Feedback from mentor & supervisor (email)	By 31 Mar 2025	Planned ▾