How to create a new Learning and Development Plan

TIPS

• Make sure to press ‘Submit’ after entering data in each section of the plan to ensure the information is saved. You will still be able to edit if needed.

• Plan out the dates at the start of term. You can go into each section and enter the dates ahead of time (make sure to submit). They will be displayed as part of the summary on the homepage.

• The Mid-Placement meeting is suggested to be held in Week 5 or 6 into term

• The End of Placement meeting can be combined with the ITA meeting and form part of the training period review.

• The LDP is a mandatory requirement for all trainees undertaking a period of Additional Training Time.

• Time to get started!

1. Log into the ACEM Member portal
2. Select the ‘Learning and Development Plan’ link under the ‘Training’ tab:
3. Select the pencil icon or the LDP ID number:

Learning and Development Plan

<table>
<thead>
<tr>
<th>Action</th>
<th>LDP ID</th>
<th>Trainee ID</th>
<th>Placement ID</th>
<th>Placement Type</th>
<th>Site Name</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30949</td>
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<td>0115928</td>
<td>Placement-ID</td>
<td>Nepean Hospital</td>
<td>07/04/2020</td>
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<td>0194619</td>
<td>Placement-ID</td>
<td>Nepean Hospital</td>
<td>30/05/2020</td>
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</tbody>
</table>

4. Select ‘Add Domain & Action Plan’ on the LDP homepage to begin:

Learning and Development Plan

<table>
<thead>
<tr>
<th>LDP Details</th>
<th>Placement Start Date</th>
<th>Placement End Date</th>
<th>D Dom / Supervisor</th>
<th>Trainee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDP ID: 36199</td>
<td>03/04/2023</td>
<td>21/04/2023</td>
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<td>Placement ID: YU574</td>
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<tr>
<td>Site: Nepean Hospital</td>
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<tr>
<td>Placement Type: Placement ID</td>
<td></td>
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</tr>
</tbody>
</table>

Goals and Action Plans

- Unlimited domain and agreed competencies should be selected based on previous PPLs, Wilkes and discussions between trainee and D Dom/Supervisor
- If possible, schedule meeting dates at the beginning of term
- If placement is for an extended period of time, you should create a new Action Plan at the start of each term

No data found.

[Add Domain & Action Plan] [Submit All Domain]
5. This will bring you to the ‘Start of Placement’ meeting template.
   Step 1. Select one or more of the curriculum domains you want to focus on.
   Step 2. Enter the Specific Agreed Competences to develop
   Step 3. Record the Action Plan of how you will achieve the goal.
   Step 4. Submit!

6. Your Learning & Development Plan has now been saved and the summary can be viewed on the LDP homepage:

7. You can edit your LDP using the pencil icon. This will also you enable to complete the next two stages of the LDP.
8. **Mid Placement – Progress Review:** During a meeting midway through the term, review the Action Plan, what’s been working, what hasn’t? Any adjustments needed?

![Diagram of Domain & Action Plan]

- **Time of Meeting:** Mid Placement
- **Domain:** Mid Placement
- **Meeting scheduled:** 12/16/2020
- **Record discussion of any new information or progress, include details of adjustments to Action Plan if needed.**

9. **End of Placement – Evaluation:**

   **Step 1.** The trainee is encouraged to reflect on the training period, areas of practice where they showed improvement, and areas to focus on next term.

   **Step 2.** The DEMT/Supervisor should enter feedback for the trainee about their performance over the training period.

   **Step 3.** Once their section is completed both the trainee and DEMT can sign off (the other person will be notified when one party signs off).

   **Step 4.** You’re ready to submit!