

# Competence Development Plan

The Competence Development Plan (CDP) is designed to record any development actions identified. This form is to be completed by the Line Manager/Skills Assessor and the Individual.

<b>Employee Name</b>	<b>Employee Number</b>		
Use this section to record the actions of the competence.			
<b>Competence Reference</b>	<b>Date of Action Agreed</b>	<b>Date of Action Completed</b>	<b>Competence Level</b>
<b>Development Action:</b> Questioning/ Self Study on Rules/ Formal Briefing/ Work Experience/ Project/ Workplace Support/ Action Learning/ Re-Testing/ Re-Training/ Withdrawal.			
Notes/ Feedback:			
<b>Competence Reference</b>	<b>Date of Action Agreed</b>	<b>Date of Action Completed</b>	<b>Competence Level</b>
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Notes/ Feedback:

Line Manager/Skills Assessor Name ..... Line Manager/Skills Assessor Signature.....

Individual's Signature..... Date.....