

# How to enter and edit your learning goals and outcomes

## Before you start

Learning goals are important because they help guide your professional development over the year. You need to set at least **two** learning goals at the beginning of each year. These goals should be about what you would like to learn by undertaking your annual CPD, they are different to what you want to achieve professionally.

Examples of learning goals compared to professional goals:

| Learning Goal  | Professional Goal   |
|--|---|
| To enhance my knowledge and skills in motivational interviewing techniques | To use motivational interviewing techniques in my dietetic practice |
| To develop and enhance my skills in research                               | To complete and submit my PhD                                       |
| To enhance my leadership skills  | To obtain a leadership position on a committee                      |

All of the above goals are valid, but they have different purposes. The learning goals identify the learning you want to do as part of your CPD, the professional goals describe a professional practice you would like to implement, or achievement you would like to obtain that the learning goals would help you achieve. Professional goals do not identify the learning you intend to undertake. They are therefore not appropriate goals for CPD purposes.

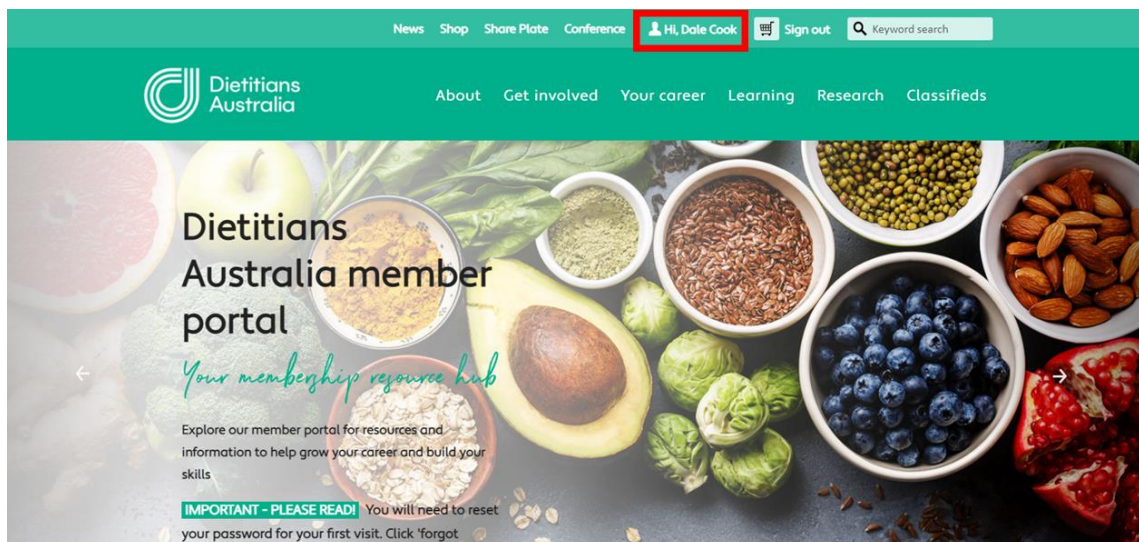
When developing your learning goals, it is important that:

- learning goals are clearly expressed
- they are goals, not activities
- goals are relevant to your dietetic practice
- there is a minimum of two and maximum of five learning goals

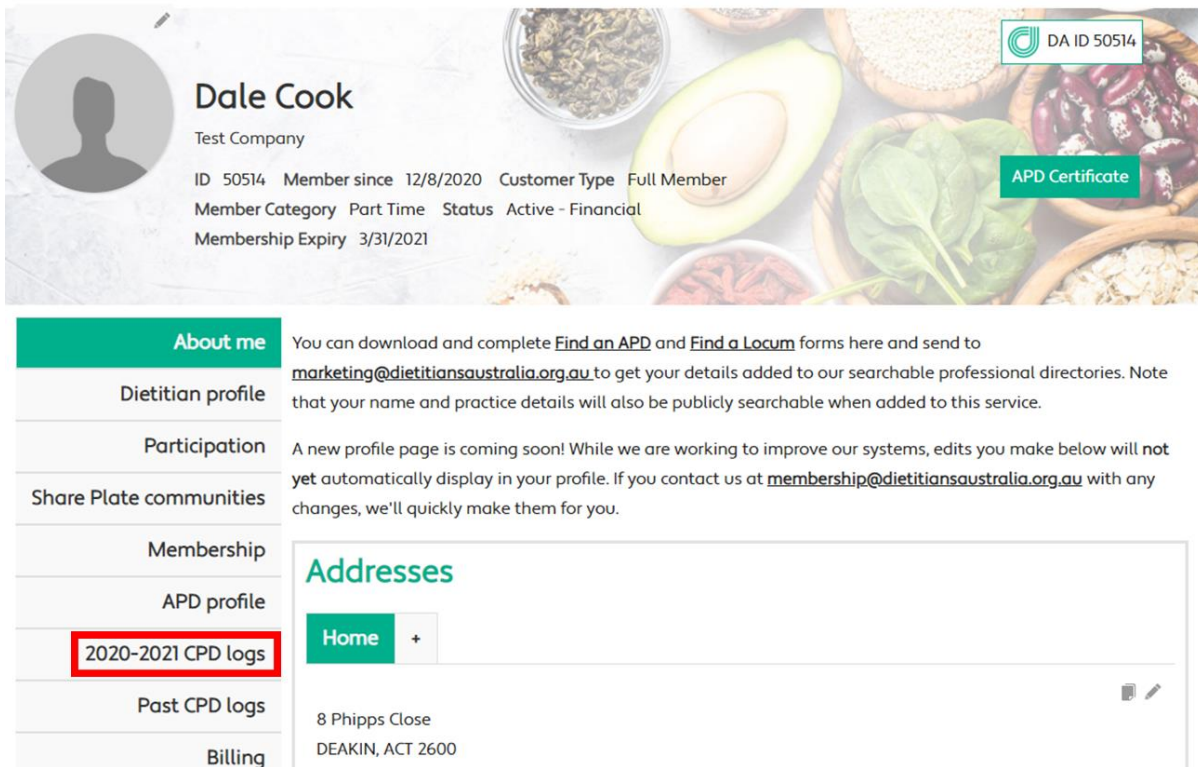
## Entering your learning goals

### Step 1: Navigate to the CPD logs tab in your member portal profile

In the members portal, head to your profile by clicking on your name at the top of the screen:



Next, click on CPD logs in the menu on the left-hand side of your profile:



**Dale Cook**  
Test Company  
ID 50514 Member since 12/8/2020 Customer Type Full Member  
Member Category Part Time Status Active - Financial  
Membership Expiry 3/31/2021

DA ID 50514  
APD Certificate

|                           |  |
|---------------------------|--|
| <b>About me</b>           | You can download and complete <a href="#">Find an APD</a> and <a href="#">Find a Locum</a> forms here and send to <a href="mailto:marketing@dietitiansaustralia.org.au">marketing@dietitiansaustralia.org.au</a> to get your details added to our searchable professional directories. Note that your name and practice details will also be publicly searchable when added to this service. |
| Dietitian profile         |  |
| Participation             | A new profile page is coming soon! While we are working to improve our systems, edits you make below will <b>not</b> yet automatically display in your profile. If you contact us at <a href="mailto:membership@dietitiansaustralia.org.au">membership@dietitiansaustralia.org.au</a> with any changes, we'll quickly make them for you.   |
| Share Plate communities   |  |
| Membership                |  |
| APD profile               |  |
| <b>2020-2021 CPD logs</b> |  |
| Past CPD logs             |  |
| Billing                   |  |

### Addresses

Home +

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## Step 2: Add a new learning goal

Scroll down and click on the plus sign in the 'Learning Goals and Outcomes' box.

### Learning Goals and Outcomes



| CPD Year              | Learning Goal | Outcome |
|-----------------------|---------------|---------|
| There are no records. |               |         |

## Step 3: Add details of your learning goal

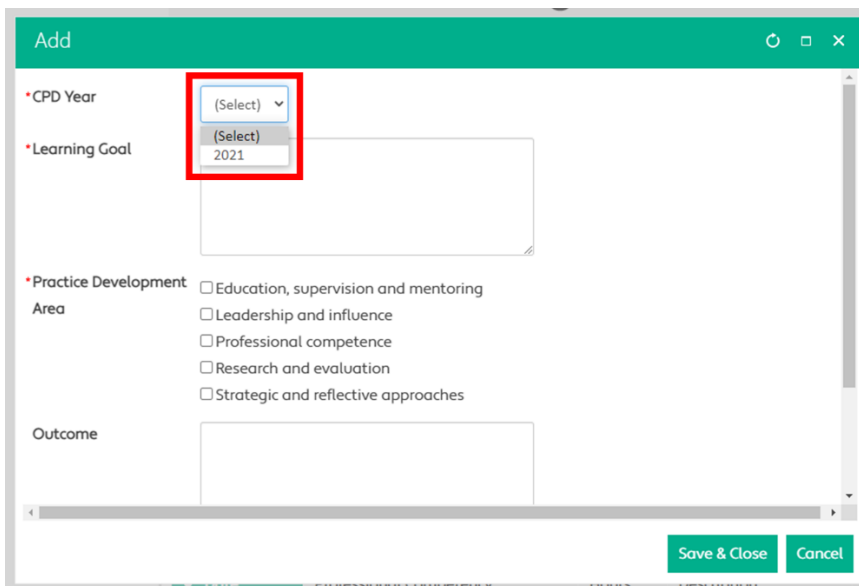
A pop-up will allow you to enter details of your area. The fields with a red star \* are mandatory fields and they must be completed.

The 'Outcome' field is an exception. If using the online member portal to log your CPD, you are required to complete a learning outcome for each learning goal.

The 'Outcome' field is not marked as mandatory however, it does not need to be completed until the end of the annual CPD cycle. Making it a mandatory field would prevent you from being able to enter your learning goals at the start of the annual CPD cycle.

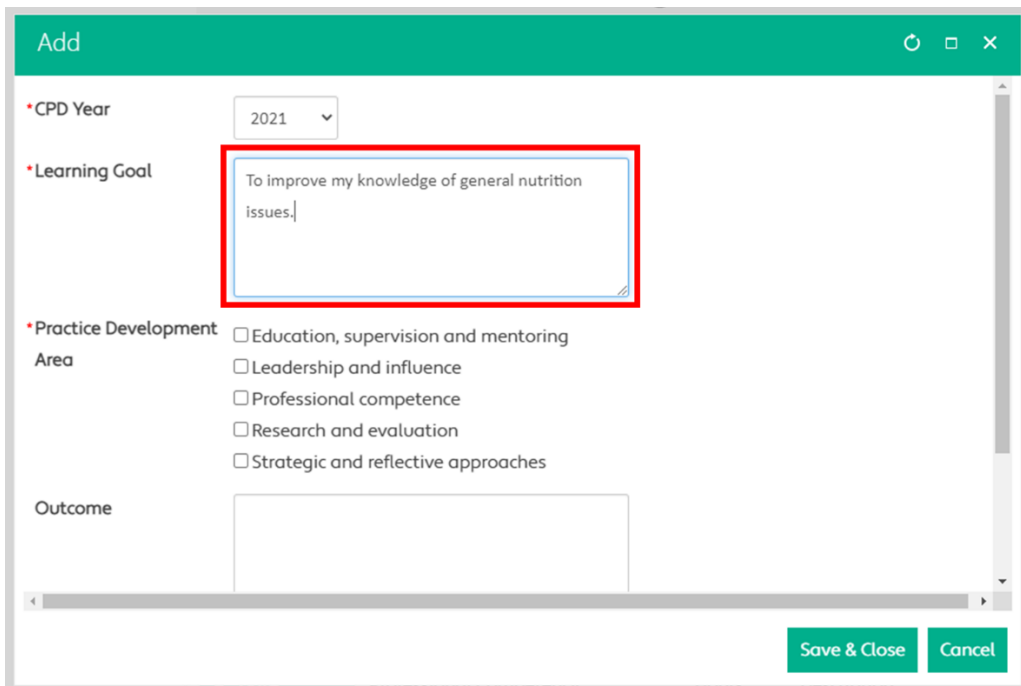
### \*CPD Year

Select the relevant CPD year for the learning goal.



### \*Learning Goal

Enter your first learning goal.



The screenshot shows a web form titled "Add" with a green header. It contains the following fields:

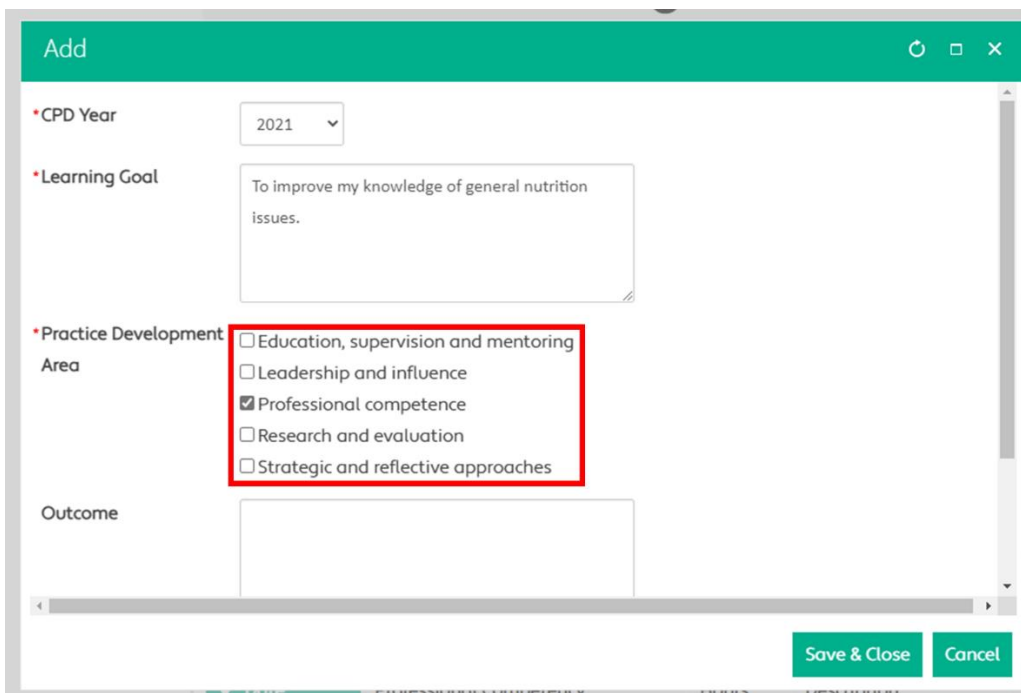
- CPD Year:** A dropdown menu set to "2021".
- Learning Goal:** A text area containing the text "To improve my knowledge of general nutrition issues." This field is highlighted with a red rectangular box.
- Practice Development Area:** A section with five checkboxes:
  - Education, supervision and mentoring
  - Leadership and influence
  - Professional competence
  - Research and evaluation
  - Strategic and reflective approaches
- Outcome:** An empty text area.

At the bottom right of the form are two buttons: "Save & Close" and "Cancel".

### \*Practice Development Area

Select one or more practice development areas that apply to the learning goal. Practice development areas are areas of dietetic practice in which you would like to extend your learning. They consist of 5 areas: leadership and influence, professional competence, research and evaluation, education, supervision and mentoring, and strategic and reflective approaches.

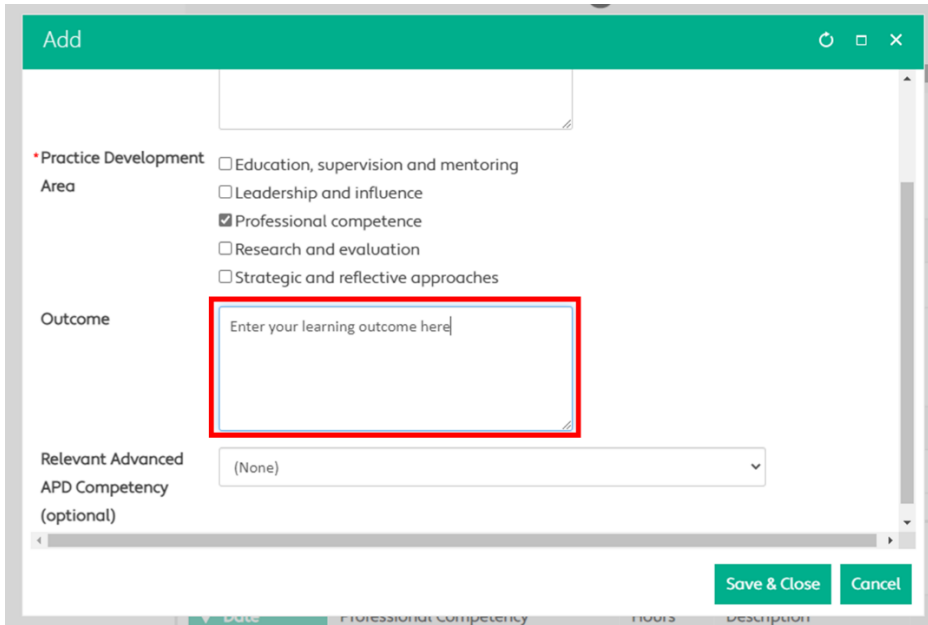
Selecting practice development areas allows you to identify gaps within your practice and develop a CPD plan to address these. Not all practice development areas need to be covered each year. The practice development areas are linked to the Advanced APD competencies and aligning your learning goals with them allows you to start planning your journey to becoming an Advanced APD.



This screenshot is identical to the one above, but with a different highlight. The "Practice Development Area" section, including the five checkboxes, is highlighted with a red rectangular box. The "Learning Goal" field is no longer highlighted.

## Outcome

To be completed at the end of the annual CPD cycle. To enter a learning outcome for a learning goal, click the pencil icon next to that learning goal and a pop-up will allow you to enter your learning outcome in the 'Outcome' field (see Editing your learning goals and outcomes below). This will need to be repeated for each of your learning goals. For information on what your learning outcomes should include, please see the learning outcomes section of the [APD Handbook](#).

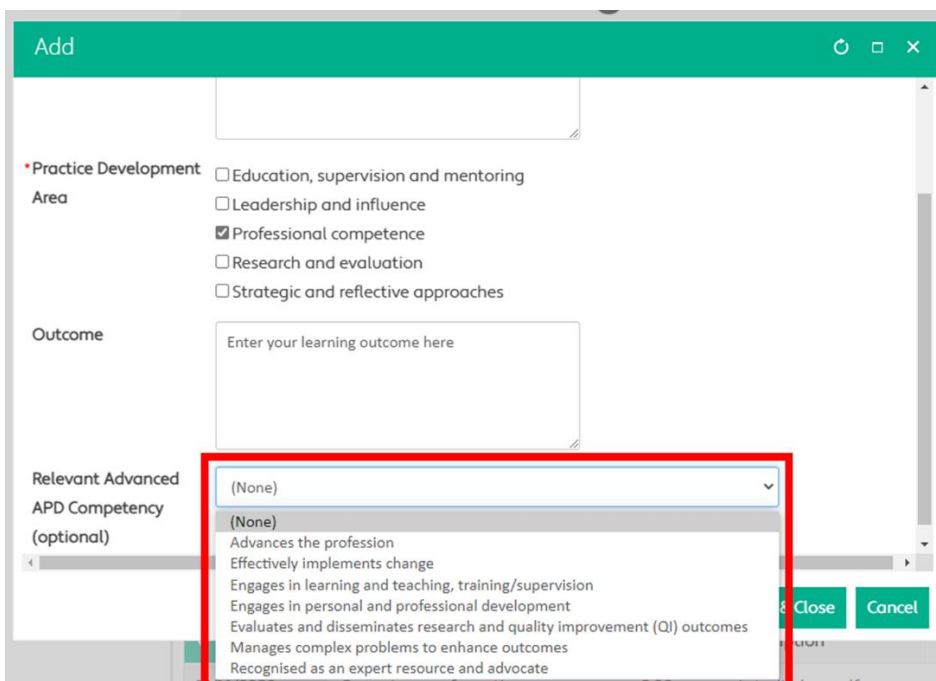


The screenshot shows a 'Add' dialog box with the following fields:

- Practice Development Area:**
  - Education, supervision and mentoring
  - Leadership and influence
  - Professional competence
  - Research and evaluation
  - Strategic and reflective approaches
- Outcome:** A text input field containing the placeholder text "Enter your learning outcome here", which is highlighted with a red rectangular box.
- Relevant Advanced APD Competency (optional):** A dropdown menu currently showing "(None)".
- Buttons:** "Save & Close" and "Cancel" buttons are located at the bottom right.

### Relevant Advanced APD Competency (optional)

This field has been included to allow you to start planning your journey to becoming an Advanced APD. Reflect on your learning goals and outcomes and determine if the CPD you have completed is contributing to you being able to meet the Advanced APD competencies. If this is the case, select the most relevant Advanced APD competency that undertaking the CPD associated with this learning goal relates to.

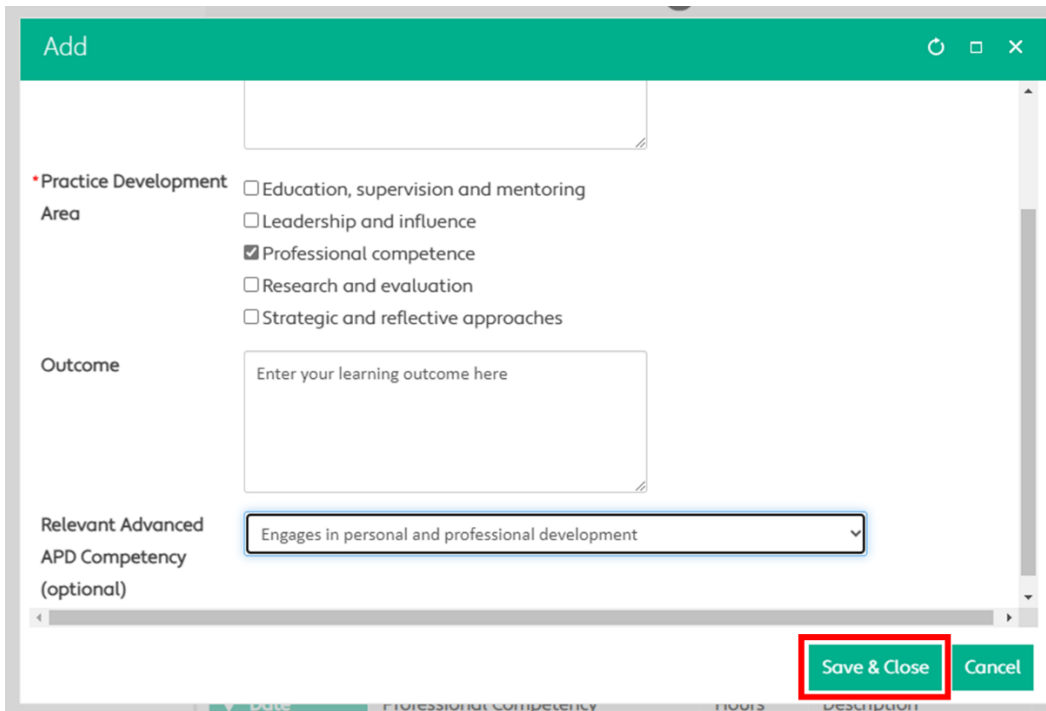


This screenshot shows the same 'Add' dialog box as above, but with the 'Relevant Advanced APD Competency' dropdown menu open. The dropdown list is highlighted with a red rectangular box and contains the following options:

- (None)
- Advances the profession
- Effectively implements change
- Engages in learning and teaching, training/supervision
- Engages in personal and professional development
- Evaluates and disseminates research and quality improvement (QI) outcomes
- Manages complex problems to enhance outcomes
- Recognised as an expert resource and advocate

## Step 4: Save the learning goal

Once you have entered all the details of the learning goal, click 'Save & Close.'



Your learning goal has been saved.

### Learning Goals and Outcomes

| CPD Year | Learning Goal  | Outcome                          |
|----------|--|----------------------------------|
| 2021     | To improve my knowledge of general nutrition issues. | Enter your learning outcome here |

## Step 5: Enter additional learning goals

Repeat steps 2 to 4 to add additional learning goals. Remember you must have a minimum of two and a maximum of five learning goals each annual CPD cycle.

### Editing your learning goals and outcomes

All learning goals and outcome entries can be edited, just click the pencil icon and a pop-up will allow you to edit the details of your learning goals and outcomes.

### Learning Goals and Outcomes

| CPD Year | Learning Goal  | Outcome                          |
|----------|--|----------------------------------|
| 2021     | To improve my knowledge of general nutrition issues. | Enter your learning outcome here |