Planning Your Learning

CADTR | ACORTD
Canadian Alliance of Dental Technology Regulators | Alliance canadienne des organismes de réglementation de la technique dentaire

This 7-step process helps you plan your gap filling. Use it to record the details of your plan.

The form is **optional** and intended to help you plan, organize, and document your learning. You do not need to submit it to CADTR unless specifically requested.

1 Understand the Gap

What competency are you working on?

Refer to your Credential Report. Identify the specific competency and performance indicators.

What type of gap is this? Is it mainly:

- [ ] Knowledge (understanding)
- [ ] Skills (doing)
- [ ] Experience (practice/exposure)
- [ ] Applying skills (integration in real situations)

What do you need to learn, strengthen, or demonstrate?

Describe in your own words what you need to improve or demonstrate. Be specific.

2 Choose your Learning Approach

What learning approach will help you address this gap?
Choose one or more:

- [ ] Structured learning (courses, workshops)
- [ ] Self-directed learning (reading, videos)
- [ ] Workplace-based learning (practice, mentorship)

How will this approach help you address the gap?

Match your gap:

Knowledge → courses, self-study
Skills → hands-on practice
Experience → workplace exposure
Integration → combined approaches

3 Select Learning Activities

What specific learning activity will you do?

For example:

- Addresses the gap
- Entry-to-practice level
- Credible source
- Fits my budget and schedule
- Provides evidence

4 Plan Your Timeline

What is the timeline for completing this activity?
(When will it start and finish?)

Set a realistic timeline based on your schedule and commitments. Make sure to verify the timelines required by CADTR.

What steps will help you complete this activity?

Break larger activities into smaller steps if needed.

5 Plan Your Evidence

What evidence will you provide?

Examples:
- certificates or course records
- supervisor feedback
- work samples or case examples
- reflective summaries

How does this evidence show that you can perform the competency?

- [ ] Relevant to the competency
- [ ] Shows application of knowledge/skills
- [ ] Authentic (your own work)
- [ ] Current
- [ ] Clear and easy to review
- [ ] Sufficient (enough evidence)

6 Draft your Learning Statement

How does what you learned connect to the competency?

In your statement explain:
- what you learned
- how you developed
- how you apply it in practice
- where evaluators can find the evidence

7 Final Check

Are you ready to include this in your submission?

Does your learning clearly address the gap? No

Is your evidence strong and complete? No

Is everything clearly linked to the competency? No

Is your documentation organized and easy to follow? No

Once you have completed this tool, transfer your decisions into your Individualized Learning Plan (ILP) and begin planning your learning activities.