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**Continued Professional Development (CPD) Log for Employees**

Employee name: Gemma Swindlehurst

Employee’ start date at Just IT: 04/01/2022

Date Log was last updated: 07/02/2022

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| **Learning Date**  **(or Key Dates)** | **What did you do? (course, webinar, qualification, etc.)** | **Why?** | **What did you learn?** | **How have you/will you use this learning?** | **Target dates for**  **review and completion?** |
| 05/01/2022 | Induction | Welcome to Just IT | All aspects of the company | Business as usual |  |
| 05/01/2022 | Aptem Training | Learning the online portfolio system | How to access and navigate the system | Business as usual |  |
| 06/01/2022 | Safeguarding, H&S, GDPR, Prevent Training | Part of induction | Revision of all elements needed within my role. | Business as usual |  |
| 10/01/2022 | CertEd | Teacher Training | Action Research and how this is applied in a teaching group | Develop knowledge through Action Research | **May 2022** |
| 14/01/2022 | 1-2-1 | End of Induction to business | What is expected from me for my role at Just IT | Developed my knowledge further and worked hard |  |
| 17/01/2022 | CertEd | Teacher Training | Wider Perspectives and changes to policies in teaching | Business as usual | **May 2022** |
| 24/01/2022 | Enrolment Training | Enables me to enrol learners onto the program | Deliver the required information to learners from the start | Business as usual |  |
| 31/01/2022 | City & Guilds LIEPA Meeting | Have a look at the current status of the EPA process | Learning about the targets and current position of the qualifications for EPA | Business as usual |  |
| 04/02/2022 | Review | 1st Month review of position | Learning about the KPI’s and current performance | Business as usual |  |
| 09/02/2022 | Shadowing | Gain understanding of training delivery at Just IT | I learned how the Marketing Principles is delivered via Zoom and to a group of learners | Business as usual |  |

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| 10/02/2022 | Course | Understanding Cognassist and why it is used | Learned about neurodiversity and how this is supported | Develop support for learners who have a need |  |
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