**Name: SARAH COLLINS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date(s)** | **Activity and type of learning: ‘*what you did*’** | **Evidence:**  **‘*how is it recorded*’** | **Learning outcomes:**  **‘*what you learnt*’** | **Competences demonstrated:**  **‘*how you put it into practice*’** | **CPD Hours** |
| 31.01.2023 | Staff Training (Office) | Minutes | EOS Portfolio entries  Summary Feedback forms and changing the way we feedback  Standardisation on Admin evidence  Communication training  Reviews of training and sending to employers  Simulation of external factors |  | 6 |
| 28.02.2023 | Staff Training (Office) | Minutes | Looked at introducing the Light Touch forms again or anther way in which we can ensure employer engagement.  Exit surveys and how effective they are, discussed ways in which feedback can be better obtained.  Training session on recruitment resourcing with all giving opinions and ideas |  | 6 |
| 28.03.2023 | Staff Training (Office) | Minutes | EOS development including the allocation of OTJT  Worked as a team to work through all w=qualifications and look at OTJT allocated  Functional Skills content and the importance of BKSB and those that are having to complete FS |  | 6 |
| 25.04.2023 | Staff Training (Office) | Minutes | Feedback forms  Recording Teams raining sessions  Ensure that QA Team and management are copied into all emails. Why this is important as it’s a good monitoring exercise from a management perspective  Simulation of feedback forms on real evidence and reviews |  | 6 |
| 30.05.2023 | Staff Training (Office) | Minutes | Sending feedback by email to employers when training visit completed and obtaining employer and learner feedback. Telephone calls and not emails  Submissions and amending form to cover all aspects  Training on working with other activities |  | 6 |
| 27.06.2023 | Staff Training (Office) | Minutes | Employer dashboard on EOS  Creating better informed introduction emails f employers and learners  Submission and problem logs to be updated  The new funding rules for 2023/2024 and learners to be in training every month.  Evidence requirements of the funding rules.  Went through changes bit by bit and gave opinions |  | 6 |
| 25.07.2023 | Staff Training (Office) | Minutes | Planned dates to be in team training in the office and looked at agendas  Standardisation on evidence we looked at evidence and exchanged ideas on our findings |  | 6 |
| 26.09.2023 | Staff Training (Office) | Minutes | Timely reviews  Timely feedback summary forms  Discussed problem employer engagement and how this can be overcome  Discussed problem learners and exchange ideas on getting them back on track |  | 6 |
| 31.10.2023 | Staff Training (Microsoft Teams) | Minutes | How we can ensure any learning difficulties and disabilities, or health problems can be disseminated to the employer if we receive information at enrolment and they have not informed the employer.  Lorraine to create emails that can be sent with details and any actions required.  Logging OTJT effectively |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |