**CPD Progress Record**

**Mandy Kang**

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| **Date** | **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*’** |
| 17.01.2024 | Research. | Learning about changes to NMW, SSP etc. | I have learnt about employment rights changes. | I will pass this information onto apprentices. |
| 06.02.2024 | Team meeting. | Maytas hub Training – learning new e-portolfio platform. | Learnt about new platform, how to record OTJT. | I will pass this onto apprentices as they will be using the software shortly. |
| 18.03.2024 | Maytas updates team meeting. | Learnt about updates to Maytas hub. | Better knowledge and skills of how to use Maytas hub. | I will use in my daily activities. |
| 05.04.2024 | Maytas Hub Training. | Notes and off the job training. | How to upload evidence, add evidence to showcase, adding assessment plans, planned assessment visits. | Apply when following processes. |
| 15.04.2024 | Maytas Hub training – how to write reviews. | Learnt how to write a review on Maytas. | Understand how to write a review on Maytas. | Will use this week when creating reviews. |
| 19.04.2024 | In person meeting at Anthony Jones. | Observed, Matthew and Faatimah following processes on TAM. | Learnt how update a client on TAM. Process for registering client on company’s house. | Support apprentices with IAG and assess competencies. |
| 23.04.2024 | Team Meeting | Notes and minutes. | Training on CIF, reviewed retail standard and resources for the customer module. | Support resources with training and resources. |
| May 2024 | Team meeting | Notes | Skills tracker on Maytas Hub for learners that require. | Use for new starters. |
| 21.05.2024 | Team meeting | Notes and minutes | Training on the personal development part of CIF.  Discussed how to better embed career and personal development planning and how to incorporate into the qualification. | To be implemented once |
| 21.05.2024 | Standardisation | Notes | Training on purchase orders and raising quotes etc..  Discussed pestle and how we research laws etc … | Notes for training. |
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