**CPD Progress Record – Phil Jackson**

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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*’** |
| 10.01.2024 | In person meeting with client | Learning about supply chains | Learned about different courier requirements for D2M and how its affected | I will pass this onto learners within D2M and other similar. |
| 20.01.2024 | Research | Conflict management | Developed knowledge of Kilman conflict modes in problem solving and conflict context | Mainly aimed at developing Team Leading learners |
| 06.02.2024 | Team meeting | Maytas hub Training – learning new eportolfio platform | Learnt about new platform, how to record OTJT | I will pass this onto apprentices as they will be using the software shortly. |
| 21.02.2024 | Research | Minimum wage legislation and increases | Understood upcoming increases of MW and impact on employers | I will pass this onto apprentices to be aware of pay and employers to be aware of compliance |
| 18.03.2024 | Maytas updates team meeting | Learnt about updates to maytas hub | Improve knowledge of using vital course portal | Day to day use |
| 28.03.2024 | Met new employer | Learned about recruitment compliance | Eligibility and compliance processes within a new employer | Supporting learners within this new employer |
| 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 | Reviews to ensure compliance |
| 23.04.2024 | Team meeting | Developed knowledge of Retail L2 course | Reviewing resources and creating solutions to better facilitate learning from them | Within the resources themselves – subject to approval. |
| 23.04.24 | Team meeting | CIF information. Discussed Ofsted requirements and explored how we comply already and can improve as an organisation | Developed understanding of Ofsted compliance | Delivery of qualifications and processing learner work and feedback |
| 01.05.2024 | Liaising with director and employer | Safeguarding issue, acted on information appropriately and responded to guidance ongoing through the situation | Additional protocols and follow up processes dependent on the situation | Will help in future in terms of confidence in dealing with sensitive sutiations of this nature and managing emotions of learners. |
| 21.05.2024 | Observing Colleague | Recruitment Enrolment | Observed colleague completing an enrolment for Recruitment L3 which I haven’t done before. | This will help me to plan and deliver my own enrolments and be a better mentor for learners in this course. |
| 21.05.2024 | Team Meeting | Personal development, relative to CIF. | Exchanged ideas of hwo we can be more effective as a company, or how we already demonstrate career and personal development for learners | It will help me support learners through their course and into the next steps of their progression |