|  |  |
| --- | --- |
| Assessment & Occupational Knowledge and Skills |  |
| **CPD 1 Policy induction:** | **Status** |
| 1. Introduction to standards-based apprenticeships | Complete |
| 1. Understanding standards and assessment plans and an explanation of assessment principles and intentions at a theory level as well as covering the training detail associated with the end-point assessment | Complete |
| **CPD 2 Assessment instruments:** |  |
| 1. Assessing evidence in portfolios | Covered |
| 1. Conducting professional discussions | Covered |
| 1. Conducting interviews | Covered |
| 1. Observation-based assessment | Covered |
| **CPD 3 Assessment practice:** |  |
| 1. Grading | Covered |
| 1. Assessing behaviours | Covered |
| 1. The importance of sufficiency, context and consistency | Covered |
| 1. Fair assessment and bias | Covered |
| 1. Feeding back assessment decisions | Covered |
| 1. Relevant and up to date safeguarding and Prevent considerations | Complete |
| **CPD 4 Occupational Knowledge & Skills:** |  |
| 1. Approaches to Organisational Culture | Covered |
| 1. Methods of Training and Development | Covered |
| 1. Equality and Diversity | Covered |
| 1. Mental Health and the Workplace | Covered |
| 1. Future Development of HRM | Covered |
| 1. Role of the Human Resource Manager | Covered |
| 1. Development of Human Resource Management | Covered |
| 1. Importance of HR within an Organisation | Covered |
| 1. Functions of Human Resource Management | Covered |