

## CPD Development Diary Entry

**Title of CPD activity**

QA EPA Preparation Course

**This activity was arranged:**

Myself as part of my job role

**The category this activity relates to is**

In-Service training

**How many CPD hours relate to this activity?**

8

**Start date of event**

Tuesday 15 May 2018

**The nature of the learning activity – what did you do?**

End Point Assessment (EPA) Training.

**Description of the learning activity – what did it consist of?**

One day course at International House, London in respect of the EPA process and how to prepare a Learner for the EPA session.

**Outcome of the learning activity – how did the learning relate to your work?**

Learned how to;

Inform Learner of the EPA process

Prepare Learner for the EPA process

Advise stakeholders with regards to EPA

Complete relevant paperwork for EPA purposes

Cross map evidence to EPA requirements

Submit Summative Portfolios for IQA process

Set up Knowledge Check process

Set up Project Management Presentation for Level 5 ILM or CMI EPA process

Set up Skills Check process

Setting up remote EPA sessions via IT

**Web address relating to the above activity**

[www.qa.com](http://www.qa.com)