

CONFIDENTIAL

Continuous Professional Development – Log of Qualifying Activities

Name: _____ Position: _____ Qualifying period: _____

Date of activity	Duration of activity	Brief description of activity/learning (eg description of workshop or seminar attended, or type of training completed. Please list main areas of learning)	Style of CPD online, in-house, off-site, shadowing, self-directed, etc	Which specific work area is covered by this activity? And how will it be applied?	List any supporting evidence and attach Eg witness testimony/certificates, attendance, etc
11/01/2021	2 hours	Quality Meeting looking at OFSTED Requirements, EIF, expected standards of delivery.	In house	Business Admin process improvements, managing standards, Quality compliance. Influencing of ideas and challenging opinions. Team collaboration and resources management.	
11/01/2021-28/03/2022	100 hours	Conduction of EPAs in Business Administration Level 3. Listening to system uses from a variety of origination such as EMIS, System one, Pupil Asset, Scholar Pack, CRMs.	Off -site and gained within another freelance role.	These EPAs provide a wide knowledge and update in various sectors and industries IT systems, regulatory bodies, legislation, and compliance. It opens eyes to external factors that are impacting on other organisations. Content is completely confidential however an insight into general industries impact o BREXIT, COVID labour markets is through provoking and adds value to insight around all sectors.	
19/01/2021	5 hours	Spent 5 hours in a retail outlet supporting store the instore merchandising and recommended changes/ improvements to layout and POS.	Off site.	Gained support in process improvements for BA level 3 and also enhanced experience within Retail, marketing and sales.	
20/01/2021	4 hours	Visit to organisation in line wi5/02/2022th employer engagement and to gain insight into learner systems supply chain and stakeholder management.	Off site	Gained insight into bio-chemistry sector, impacts on supply chain, problem solving techniques and regulatory practices and governance,	
20/01/2021	1 Hour	Attended EPA Pro Drop-in session to understand systems and procedures further.	Webinar	Support in use of EPA pro system for gateway and uploads.	
29/01/2021	2 hours	Changes to PMQ qualification standardisation m meeting	In house	Support in project management tools, change management and governance in project management. Useful in assessment of BA level 3 and ODM level 5.	
4/02/2021	3 hours	EPAO meeting for business Improvement specialist with	EPAO training	Discussion support on EPAO process for business improvement. Supports stakeholder	

				management, meeting attendance and discussion, management of resources within training provider and support practices for tutors assessing. Minutes produced in line with management meetings and resources of BA level 3.	
05/02/2022	2 hours	ODM Level 5 standardisation.	Internal	Compared old and new assessment plan, Good practice shared. Gained feedback from team and used to share and improve assessment practice. Challenged any current practices. Suggestions to resource materials. Charing and ding meetings, use of IT systems, presentation slides, management of resources, influencing and challenging in line with A level 3 standards.	
8/02/2021	2 hours	QIP meeting-updating and looking at business improvements and practices.	Internal	Regulation's compliance and governance. Managing meetings. Looking business improvements and implementation. Project management.	
08/02/2021-Present.	300 hours	Working Towards ODM level 5 apprenticeship		Leadership styles, stakeholder management effective communication, project management, finance, management of budgets, change management. Excellent towards BA level 3, Events Assistant.	
18/02/2022	2 hours	Running of HR support Standardisation meeting.	Internal	Resources, EPA process, recruitment process and personal development. Look at CIPD website resources.	
18/03/2021	2 hours	Functional skills training Speaking and listening.	Internal	Presentation skills, discussion planning. Assessment practices.	
25/02/2021	2 hours	C&G Assessment plan webinar	External webinar	Changes BA level 3 EPA process and plan.	
26/03/2021	1 hour	Sales Executive EPA walk through	External	Sales Executive standards EPA documentation and processes.	
28/05/2021	2 hours	PREVENT Training	External	Internet safety. Dealing with PREVENT concerns.	
3/06/2021	2 hours	Marketing training and standardisation.	Internal	Looking at marketing workshops/ resources and improvements needed, sharing best practice. Leading meetings, working with stakeholders, challenging and influencing.	
14/06/2021	7 hours	ZOHO CRM system training	Internal	Learning new systems, management of HR resources, reporting.	

7/07/2021	7 hours	C&G webinar on Business administration standardisation.	C&G	Best practice sharing, documentation, use of questioning.	
12/2020-00/2021	300 hours.	Completion of Business Admin level 3 diploma	External Highfields.	Completed evidence for all units across the Business Admin diploma, relating directly to the Ba level 3 standard.	
21/09/2021	7 hours	C&G webinar on Business administration standardisation.	C&G	Best practice sharing, documentation, use of questioning.	
11/10/2021	7 hours	Guidance and support on helping write ROATP.	Internal	Report writing, looking at quality standards, reviewing organisation aims values, impacts, meeting deadlines.	
09/2021-10/2021	15 hours	Event planning CPD , helping set up B”B event, supporting with resources.	Internal	Event planning skills and experience.	
21/10/2021	7 hours	C&G BA level 3 webinar	C&G	Best practice sharing, documentation, use of questioning.	
26/11/2021	5 hours	AAT EQA preparation	Internal	SWOT, document completion, compliance, revisiting polices, regulatory compliance and governance.	
Ongoing reading links.	20 hours	Please see attached useful reading for EVENTS assistant standards also great for BA level 3 delivery and EPA.	Internal	Events planning, logistics, regulations, feedback, delegate management. Management of resources.	https://d.docs.live.net/cbfa919ead41ec07/Desktop/Phil/Swarm/Useful%20Reading%20and%20links_Event%20Assistant.docx
Ongoing reading	5 hours	FE weekly news Summary OFSTED links. Safeguarding community CIPD Resources		Updates in higher education.	
Ongoing Reading	5 hours	EPA pro and city and guilds updates	C&G	Regular updates read.	

Please complete this plan at the start of each CPD qualifying period to indicate how you intend meeting the CPD requirements.

We confirm that the above activities were completed during the stated qualifying period.

Employee signature: _____

Date: _____

Manager signature _____

Date: _____