**Record of Continuous Professional Development**

**Period this relates to: June 2019 to Dec 2019**

Name: Maria Thomas

Roles:

Freelance End Point Assessor – August 2019 to Date

Service Delivery Manager to August 2019

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| **Activity & Length** **Work related**  | **Objective** | **Activity to meet outcome** | **Completion date** | **Apprenticeship Standard to which this relates** | **What did you learn from this?** **How has the activity benefitted your understanding/Organisation?** |
| Support AEB Provision  | To gain an understanding of documentation and update requirements | Plan to spend time at training site with Learners, Contracts Admin Department and Functional Skills Trainers  | 28th June 2019  | Business Administration L3/Leadership and Management/ Associate Project Management L4 | The fact-finding exercise is vital when submerged in the environment where the information is gathered. I was able to gather feedback from Trainers who collect the information, Learners who complete the forms and the Department that process to inform the necessary changes. Feedback and findings used to support the documentation update for 19/20 internal government paperwork. Duplication removed from relevant documents and documents will be moved onto DocuSign rather than be paper based for ease of audit and filing. |
| Appoint Reading Team to review the Apprenticeship Funding Rules for Main Providers | Team of 3 from different departments to read the updated funding rules to highlight the relevant changes.  | 48 hours allocated to review and then reading team meet to discuss the findings and escalation to Stakeholders and SMT (Senior Management Team) | Reading Team Task =Mon 5th August 2019 Implementation = Fri 9th August  | Business Administration L3/Leadership and Management/ Associate Project Management L4 | This was the first year we put my idea for the team in place – Information with regards to changes has been filtered to departments efficiently via the readers, allowing myself as the project lead to prioritise implementation in a timely manner.Changes to the funding rules were identified and reviewed by the reading team. The team in place to avoid risk of missed information relating to changes and duplication. As the lead for the project I appoint the team from varying departments.  |
| LV Insurance Client Account Review Meeting  | Discuss Apprentice Performance and progression, Gather Employer feedback and satisfaction  | Attend and lead the meeting taking along internal coaching and training survey feedback gathered and learner progress as gathered from Learning Assistant  | Fri 16th August  | Business Administration L3/Leadership and Management  | Keep the information shared with Employers consistent and simple such as: Progress towards completion date, learners at risk and intervention/ satisfaction scores, feedback re support from Line Managers for Apprentices.Employer satisfaction will build the relationship and more time can be spent in the agenda to review future plans and enrolments to ensure we are internally prepared to expand.  |
| Read Business Administration L3 Standard and Occupational Standard  | Research the standard to gain an understanding prior to applying for the role of EPA | Utilise information available on the Institute for Apprenticeship website with regards to Business Administration L3 | 24th August 2019  | Business Administration L3 | I have been able to clearly understand the requirements and responsibilities of the Provider, Employer, Apprentice and now the EPA in the Apprenticeship journey.I have been able to link the competency requirements of the EPA role to my current and previous roles to feel confident to begin applying for EPA roles.  |
| Online Training – Time Management: Working from Home | I have been predominately office based and with a view to apply for Independent EPA roles, tools from the training may be useful  | Complete training on LinkedIn Learning  | 7th September 2019  | Business Administration L3/Leadership and Management | Good tools and principles to remind me how to work at home as if I am in an office:Take regular screen breaks, keep to time schedules, make lists to plan achievements for the day, keep personal tasks to allotted break times only, go out for lunch occasionally, log off at a specific time and don’t work in the area at home where I usually relax.  |
| Online Training – Innovate Awarding – 3 hours | Organisation Sector training -  | Online standardisation – Retail L2/L3/L4 | 15th October 2019 | Retail L2/L3/L4 | EPA assessment standardisation – I was able to learn the Innovate Awarding Standard of EPA expectations. Assessment standard interpretation and EPA Pro system user guide. I gained an understanding of the processes for the EPA role within Innovate Awarding, escalation processes, who to contact for support and where ‘how to’ guides are located.  |
| 1-day Standardisation – Birmingham  | Retail Sector Standardisation – Innovate Awarding  | Individual pre-standardisations tasks – 4 hours1 Day group activities and organisational updates  | 20th November 2019  | Retail L2/L3/L4 | Pre-standardisation activity to review audio recordings of L2/3 and 4 and complete EPA Reports with judgments and justifications – Good to hear other EPA recordings to validate own process and gather questions.On the day – Group activities to review pre-standardisation activity share best practice amongst EPA Team. My audio and EPA report for Retail L3 was used as a ‘good’ example – feedback received for any improvement recommendations. Company updates shared and process updates – Good to keep abreast of processes as in a remote role need to be aware of when there is a change to adhere to.  |
| 1 hour | EPA Pro Live Development Release | Review update to EPA pro User Guide  | 10th December 2019 | All  | Review and read the latest update to changes in guidance to EPA Pro to ensure compliance with EPA Processes. |
| 15 mins | Update from IT | Decommission of USB’s | 20th December 2019 | All | USB’s are no longer to be used due to exposed risk  |
| 1 hour | Business Update Webinar | Register and Attend Business Update Webinar  | 10th January 2020 | All | Update from Charlotte Boswell into the Business Objective for the coming year ahead. Information will be split by qualification and Team and following up by EPAM’s to gather individual commitments.  |
| 1 Hour  | Info Bulletin | Young People most Vulnerable at Work | 22nd January 2020 | All | Reading material – Poor mental health in the workplace, how this affects young people with lack of awareness, lack of funding and exposure. How EPA’s can assess the signs and risks during communication and assessment. How to flag issues and signpost accordingly.  |
| 1 hour | EPA Pro Live Development Release – Go Live and update | Review update to EPA pro site and the User Guide | 1st February 2020 | All | Review and read the latest update to changes in guidance to EPA Pro to ensure compliance with EPA Processes.Review caseload on EPA Pro and new drop down options available for use during assessment. |
| 1 hour  | New Learner Cancellation Process  | Webinar  | 8th February 2020 | All  | Update to the new cancellation process flowchart – Variations between Level 2 to Level 4 – How to update timesheets and expenses with regards to cancellations.  |
| 1 hour  | Business Update Webinar | Webinar  | 10th February 2020 | All  | Update from Charlotte Boswell into the Business Objectives for 1st Quarter.  |
| 2 hours  | Update to Back in Learning Process | Webinar  | 2nd March 2020 | All  | Update to the new Back in Learning process – When to update compliance team, employer and EQA. New timeline on EPA Pro.  |
| 1 hour | Covid-19 Company Comms | Bulletin | 18th March 2020 | All | Information with regards to cancelling face to face assessments planned for the rest of this Month. EPA Actions made clear Informed of next Steps  |
| 1.5hour | Urgent Company Update | Webinar  | 1st April 2020 | All  | Charlotte Boswell – Chaired webinar into plans and actions Innovate Awarding are facing due to the country lockdown and the potential affect on the organisation, learners, employers and sector. Furlough Scheme and regular communication. |
| 5 mins | Keep up to date with Apprenticeship Sector/Occupational competence  | Read FE Week Article  | May 2020 | All  | 24% drop in Apprenticeship starts due to Covid-19 |
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| 1 hour | Keep up to date with Apprenticeship Sector/Occupational competence | Reading FE Week – | 15th July 2020 | All | Apprenticeship assessment ‘flexibilities’ to stay until at least January 2021  |
| 30mins  | Keep up to date with Apprenticeship Sector/Occupational competence | Reading FE Week -Prime Minister Speech on Adult Skills | Aug 2020 | All | \*Ofqual to provide guidance on Valid Mock Grades \* Colleges demand review into ‘biased’ A ‘Level grading process\* A ‘Level grading U-Turn announced – BTEC Results added to U-Turn\*Pearson U-turn to release BTEC Grades |
| 1.5hour | Keep up to date with Apprenticeship Sector/Occupational competence | Reading FE Week -Prime Minister Speech on Adult Skills | 29th September 2020 | All | 1.5 billion being put into upgrading and improving colleges across the country. Expansion for Apprenticeships, unspent funds and support big companies and SME’s.  |
| 30mins | Keep up to date with Apprenticeship Sector/Occupational competence | Reading FE Week -Prime Minister update on FE Sector  | 1st October 2020 | All  | Expansion plan for FE funding for adults – From April adults without a Level 3 qualification will be offered one for free from April 2021.  |
| 4 hours  | Keep up to date with Apprenticeship Sector/Occupational competence | Revisit Assessment plans on Institute for Apprenticeships.org  | November 2020 | Business Administrator and Team Leader/Supervisor | Plan - Read and dissect the assessment plans for Business Administrator and Teal Leader/Supervisor to update my understanding prior to the allocation of a learner from BIOR.  |
| 6 hours | Understanding Resource material | Read through assessment Documents on Summit EPA | November 2022 | All | Plan – Read through assessment docs on Summit EPA.To familiarise myself with documentation prior to the allocation of a learner from BIOR. |
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**Period this relates to: Jan 2021 to Dec 2021**

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