| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
|  |  |  |

**March 2021 -**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Maths functional skills level 2 | 15 week course at local college in Southport from 10.3.21 |  |

**3 March 2021-1hour**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent Learning | Induction session to Summit as IEPA. | Thorough induction to Summit as an IEPA. Down load all relevant documents and read through 5.3.21, update diary with a live date asap. |

**13th February 2021 2.5 hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent Learning | Take initial assessment for Maths L2 then take diagnostic at L2 | Have decided to attend a local college in order to receive specific maths classes to support me in achieving a level 2 Functional Skills Maths |

**6th January 2021 2 hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent research on Employment law and ACAS | To have a better understanding of relevant employment law aspects in relation to grievance, constructive dismissal etc. | A better understanding of the aspects mentioned and ACAS |

**21st December 2020 2hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent research on Pensions | To be able to understand the requirements for an employer to provide a work place pension automatically | Better understanding of what the law states. |

**14 Dec 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent Learning - ILM 3rd webinar in series of new assessment plan changes for L5  Mainly a question and answer session | Discuss further with team leader | A better understanding of the requirements of the new L5 Assessment plan changes |

**08 Dec 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent Learning - ILM L5 New Assessment plan methods and changes | to utilise knowledge gained to support preparation of apprentices for EPA  Read through the new Assessment plan and the standard  prep a list of suggested evidence  locate a copy of the evidence matrix to use with learner portfolio.  put a guidance portfolio together of how it should look | a better understanding of the newer requirements  Want to have opportunity to discuss with JG at an early stage in Jan 21. either in a 121 or in a standardisation meeting  with new team members  ILM have stated that they will send out the 3 webinars and a FAQ's once the final webinar has been provided on the 14th December 2020 |

**04 Dec 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ETF - Using a health check  to create a whole organisation approach to embedding maths & English in apprenticeships | to brief Michelle about this and how it might be used to support the BDM when discussing apprenticeship opportunities with Employers.  NB don't use the document as a tick list , more of an action plan to support the employer. | Found this session to a very interesting and informative webinar. it gave a wider perspective on how to encourage companies to consider all staff directors etc included to brush up their Functional Skills by completing an initial assessment for Maths and English.  This is in turn could help the apprentice when looking for opportunities to identify and use FS in the workplace for their learning programmes .  A FS Champion within the business?  will add resources as and when received |

**03 Dec 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning opportunity - ILM  Ops/Dept Manager L5 new assessment plan  from IfATE | Read through new assessment plan and understand the number of changes that have taken place from 5 down to 3 for assessment  New assessment methods are  Professional discussion - CPD  Project presentation with Q&A  max. of 20 pieces of evidence in portfolio  Evidence to be holistic - 1 piece to be used holistically in conjunction with the knowledge statements | Have a wider understanding of the changes and the impact on the EPA process.  would now wish to discuss the 'working' style with JG , is it a similar approach to the new BA assessment plan etc.  will add webinar slides |

**03 Nov 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| British Institute of Recruiters webinar - BAL3 New Assessment plan Changes 3.11.2020  hosted by Zahid Mahmoud , will send slides out at a later stage. | Devise a combined standard/assessment plan to use as a checklist against the key KSB - will check with JG prior to attempting this  Down load new BA L3 Assessment Plan  - done | Very informative session, gave more clarity to what is expected in terms of explaining what each piece of evidence is used for and holistically mapping to KSB  gave clarity to the knowledge test expectations  discussed a 'checklist method to ensure all KSB have been met   Next webinar on Tuesday December 1st or 8th to be confirmed  title - 10 biggest mistakes in EPA failures |

**03 Nov 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning opportunity  Discussion on the new Business Apprenticeship Assessment plan with the British Institute of Recruiters  invited by Zahid Mahmoud | to review notes after webinar | will provide more detail after session has taken place |

**29 Oct 2020 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Quality Meeting - Preparation for Ofsted  Delivered by Kevin Dowson of Solvendis Consultancy - HMI | A very informative day of discussing in detail the E.I.F and unpicking the key 3 aspects of Intent, Implementation and Impact  and looking at the context of the 4 key Questions. It was an interactive session, using group work, and opportunities were spread throughout the day to ask questions or have a short break out for discussion.  A very worthwhile training day.  All resources will be available on the 1st2 Achieve one drive as per Michelle's directive. Plus my own notes - to be uploaded to my file. | I will look forward to supporting Michelle in any preparation that she needs for an impending Ofsted visit.  Obviously my previous 10 years as an associate inspector, may be of use and I am fully open to sharing any thing that is useful for 1st2 Achieve to secure a great ofsted rating.  To upload my own handwritten notes to my laptop as soon as can be arranged. might have to photograph them! |

**27 Oct 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Updated List of suggested evidence from JG to support BAL3 learners collect appropriate evidence for their apprenticeship. | will look to utilise when next delivering to BA L3 learners | this is particularly useful and to have something similar for the other programmes that 12A deliver would be a good resource for learners.  I had, back at the beginning in July 2019, begun to put a series of lesson plans together with the type of evidence that I considered would be required.  I had used this with all my learners up to the point I changed my work role in July 2020. |

**23 Oct 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Education Training foundation - ETF  Webinar Embedding Maths & English in apprenticeships | Lots of useful information provided, and the resources provided after included web links to various resources.  will begin to put an outline together for the standard apprenticeships once completed the current range of work I am developing.  Have also booked on to a webinar for the 4.12.2020 which is ETF - using a health check to create a whole organisation approach to embedding Maths and English in apprenticeships | the whole organisation approach is an opportunity for the BDM /recruitment team to check and confirm the willingness of organisations wanting to provide apprenticeship programmes. |

**22 Oct 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning opportunity - ILM Taking Coaching conversations on line  22.10.2020 | Thought this would be useful to support my delivery with learners when using remote appointments.  Had already devised a similar approach but this has helped to proide more clarity | a structured framework to hold a coaching conversation on line or f2f when current situation changes.  Will add notes / slides when available. |

**15 Oct 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| on line ILM webinar  Getting the best from leadership & Management apprenticeships | Did not attend this event | have received this webinar notes and ppp. |

**13 Oct 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning  ILM Webinar 2 - Getting the most out of on line meetings | preparation to hold on line meetings  consider background, noise, I.T. working, camera, microphone working  notes to hand | I feel that I do prepare well for an online meeting and follow up with recording the relevant information in the learners' e portfolios immediately  afterwards. |

**13 Sep 2020 - 8.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning  HR L3 on line course spread over 6 hours, and a 2 hour assessment | To refresh my knowledge of HR practice to utilise my existing knowledge and skills as needed within the context of my role as an assessor/tutor when planning resources for both L3 & L5 Management in the future.  Achieved a Higher Distinction pass of 90% at Level 3 | I have had a good level of experience in HR practice in my working life and didn't have any formal accreditation for the experience and knowledge gained.  This was an opportunity to acquire a formal accreditation that is both recognised and CIPD certificated.  When I am able, I will attempt the next level. |

**21 Aug 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning  City & Guilds Co-Vid 19 assessment | completed assessment and also prepared a similar assessment for use if wanted in 1st2 Achieve  different teams. | this confirmed that I am fully up to date on Co -Vid 19 actions and will continue to practice safe distancing at all times |

**19 Aug 2020 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Internal Verification feedback on 2 learner electronic portfolios on LA | Feedback was honest and constructive. It was disheartening to hear, but it confirmed for me that I am still not fully knowledgeable about how the delivery of the new Apprenticeship Standard differs greatly to the old Frameworks.   Recently been provided with a list of examples of evidence to support L3 BA Skills, this is a good example and It would have helped me  enormously if I had been give it a lot earlier for me to use with my learners. | I feel as though I want to spend more time unpicking how to use the assessment plan and the standard together and having a better understanding of the delivery of EPA.  It has also taken me a considerable amount of time to understand how to use the LA electronic portfolio. There has been a lot of development taken place on various resources for both assessors and learners to use.   Again I feel as though I need to have a complete refresher on how a learner needs to upload their evidence and using the curly button.  I feel that at this moment in time, I don't feel confident to deliver a standard apprenticeship all the way through to EPA, the delivery of the knowledge skills behaviours would need to be part of the un picking as mentioned above. |

**19 Aug 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Functional Skills Maths L2 on line assessment | Failed assessment.  Not happy as whilst I tried to support myself with understanding different aspects, had very little support in a taught manner. | If I attempt this again, I would like to arrange some formal sessions with a colleague prior to re taking the assessment.  I know its important to achieve this FS L2, I have always struggled with some aspects of maths and having to do it on line was a new method for me. I had not experienced an online assessment for Maths other than the original initial assessment process.  I remain positive that I will hopefully eventually achieve this. |

**29 Jul 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Independent learning.  Team Leader assessment plan changes ILM  Informal webinar responding to questions for attendees | to incorporate into relevant resources as and when developing. | will consider as and when developing resources for the L3 TL programme |

**16 Jul 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM Webinar on new changes to TL L3 assessment plan  2nd in series of 3  I missed the first one | to read the new assessment plan and understand the revised assessment  methods, | see my attached folder with notes, and web recording etc. |

**09 Jul 2020 - 0.80 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| C&G LA IQA Basic updating 2.00 - 2.45 on  9.7.2020 | will utilise as and when needed as an IQA | see attached file with my notes, web recording etc. |

**25 Jun 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM Customer update | new Coaching Standard mentioned | good to have an update on the current thinking at ILM |

**25 Jun 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| SDN webinar with MESMA  Information from Ofsted early monitoring visits | read the new inspection framework | interesting to hear what had been identified and how 12A have progressed |

**24 Jun 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| C&G Webinar LA updating | Better process training | will now feel more confident in using LA |

**23 Jun 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| C&G G2G Drop in session 11-11.30 | Good to hear others points and questions  Raised question about layout of G2G confusing for learners and was directed to send in as an idea | have not felt more confident using G2G and will attach my idea as submitted |

**23 Jun 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| C&G Drop in Session on LA | various points discussed | Was good to hear others' points of view and questions.  asked about changing the colour of the screen for Dyslexia learners, as per discussion with Karen Upton |

**22 Jun 2020 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Team meeting on Monday 22nd June | Update From Michelle on tremendous progress over the last few weeks  discussed TL L3 Learner Journey  Julia to tweak the SoW  One drive updated by Michelle | to continue with developing the TL L3 resources and have approved by Michelle |

**17 Jun 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Attended a City & Guilds webinar on Learning assistant back to basics.  Delivered by Sarah Cooksedge and Emma Husthwaite  slides and recording to be sent after session | will look to introduce a 'final' planned record for all the learners that I am handing over and I will attempt to R.A.G. them too. | This was a brilliant webinar as it demonstrated the processes for both the learner to access their portfolio and the assessor.  This method really fitted in with my preferred learning style which is a mix of visual and kinaesthetic.  Hindsight is a wonderful tool! If this had been available from when I first joined the company it would have made life so much easier from the start.  I knew only about 5% of how to use LA and its been hard for me to get up to speed to keep up with the team.  I feel a lot more positive now about the whole e portfolio processes. |

**15 Jun 2020 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Team Standardisation for ILP's updating first draft with team.  Michelle recapped on a few points  general update on 12A now having their own funding looking at 30 as a minimum caseload, new contract with wells pharmacy goes live end of June, SLA signed off.  Presentations to cover our occupational areas of delivery have been developed with Linda and Rox. -stored in marketing folder on 1 drive  Karen is preparing Zoom meetings for Wells Pharmacy staff to hopefully engage more learners - currently 25 are confirmed. From July 1st Julia will allocate learners to tutors, and I will move into curriculum development  Julia updated everyone on the methods that she is now using with learners as a method of supporting them with professional discussions and presentations for the standards.  CPD Logs to be updated.asap  REgarding my learners to complete current appointments and re book an appointment in July with new tutor and CC new tutor in to email.  Mantra are currently our major wage earner and success rates are good 98%, their AEB may require our support.  Can continue with L5 workbook amendments as per Julias original project.  Michelle want s to allocate in order of preference as per the last round of allocations.  Michelle has re structured 1Drive - so need to check asap.  Trial run through of new ILP and check of enrolment form. | Team worked to discuss the amendments and Julia was asked to complete the formatting.  My learners to be informed by me of the new tutor arrangements  Michelle re confirmed the Recruitment processes, stage 1 Linda and Rox see folder on 1 drive  Stage 2 Tutors see folder on 1 drive  Stage 3 Induction process see folder on 1 drive | arrange handover to other tutors after I have spent time with Julia checking the layout of the learners e portfolios that I have been working with booked for Friday 26th June from 10.00am |

**11 Jun 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Back to basics on Get to Gateway with Emma Husthwaite and presenter Sarah Cooksedge  Use ILM branded powerpoint presentation slides to be sent out at later stage and recording. | Started with the admin access and explained about the use of the avatar.can send messages to both learners and tutors, on average 4 times a year for any changes LA will be updated, can look at changelog at the bottom of the page were learning resources are available.  Functionality - Generally there is 1 main administrator and the registrar is the Assessor, there is a guide available ,  Create company tab - all relevant details  1 unique users name, 1 unique email address, Forums is good for learners to access  Under processes tab there are videos and planning of reports can be created here, make a template and save it use of R.A.G.  Candidate progress report select which criteria you want for a specific learner, can use filters, schedule a date, can also send an email to company line manager  Digital support team are available to help for any queries  Learners access  to e portfolio  Test learners are available for each /Assessor/tutor/iqa  They can access the Avatar on their homepage and also message via this part, this maybe useful if the learner wants to cancel a meeting or re schedule its a quick way to use a private way.  Forums are a bit like a whats app chap, can create a thread for learners to follow.  Booked appointments will be in the calendar icon and again n the drop down menus you can personalise to the learner.  Can have tabs for induction course introduction  standard and assessment plan  The standard tab are the main theme which is the knowledge  then the subsequent tabs are the putting knowledge into practice and referencing evidence to these  The workbooks are not classed as evidence they can go in as research materials  there is an EPA progress tab to populate  Leading - coaching the learner in the workplace -workbooks,videos, activities as planned, when typing in the box the flower icon will automatically save.  the contact diary is trackable and auditable  Always ask for Assessor/learner acknowledgement  diploma evidence  course tab referencing to Standard use the star tab  and a drop down menu will appear, choose which one you want to xref. to.  use the evidence wizzard or choose evidence , click save, added against the relevant KSB outcomes , then click submit competence claim    Assessor process  Trainer overview of appointments  Awaiting review, IQA referrals outstanding work  Left tabs  use of Avatar, ensure notifications are ticked enable  Changelog will have upcoming events, webinars, videos and updates.  Export calendar   to sit alongside outlook.  use the drop down menus for contact diary booking appointments etc.  use the planning category - can set a deadline for themes and sub themes in the diary symbol | This tutorial  in my opinion is good to take part in, suits my learning style, the follow on ppp will be a good resource to go back to as and when needed. |

**08 Jun 2020 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Team standardisation meeting | discussing ILP to revise to be more current for 1st2 Achieve's use  went through the existing ILP annotating suggested amendments  discussed various points within the team., Michelle changed some aspects with in the existing ILP on line and then it was allocated to Roxie to produce a sample version for next team meeting.  Next team meeting Monday 15th June | It was good to consider the teams view points for the proposed changes.  if a specific ILP is pre written for each occupational area  that may support the learners more individually - listing the Standards criteria - for example |

**08 Jun 2020 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Standardisation team meeting  update on BD presentations developed by Linda and Roxie  to discuss updating the  ILP for 12A  to be for the delivery areas.  different platforms to use for remote appointments  update on FE news  Zoom - Karen doing from Wednesday ( 40 mins is free then have to purchase Zoom, MST ? )  12A has 2 new contracts starting from July , new company structure to be announced  More innovation on delivery, blended to meet individual needs, looking at remote delivery on various platforms  Roxie to co ordinate the ne non levy starts  discussed L5 initial assessment processes to be developed  updated Employer's H&S form then looked at ILP in detail, Roxie to prep a first draft for next week | to research further different platforms and consider additional training to use to best advantage for 12A  source additional information for L5 initial assessment | collate any suitable information to share with Michelle for L5 curriculum development. |

**01 Jun 2020 - 12.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Personal development course online Feng Shui Interior Design | completed over a 4 week period in own time to gain a wider understanding of how to incorporate into interior design from Mid may to June 2020 | will try and use to de clutter my home! |

**01 Jun 2020 - 5.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Standardisation team meeting to discuss level 5 programme particularly to concentrate of workbooks for new contract at end of June. | discussed to use Microsoft teams with learners and remote appointments, when send ing appointments through they click on the link and then they can join by downloading the app.  Michelle requested that we check with learners who are back at work which type of appointment they prefer remote or F2F, as will need to consider PPE.  System group want to conduct OTLA, ultimately all will be observed  For learners who have been furloughed the can be put on break in learning, but no work, no contact whatsoever , therefore means they can have an extension  In July Michelle will conduct 121 then thereafter Julia will conduct from August - newly appointed team leader.  Michelle & Julia have been working on the EPA process how to access from C&G.  Our 1st year of success rates need to be good as now uploading data to gov. and esfa  System Group are a prime Training provider for some of our learners - providing funding for non levy  1st to achieve now have our own funding  for new non levy company's 12A will support the setting up of the employers accounts within 3 months timescale, we need to be approved by the employer not by system group or esfa.  Must encourage all learners to complete their off the job recording  Investors in People is due in Sept. 2020 and matrix is due in April 2021  Michelle re iterated that 12A is a family and as we grow bigger there will be restructuring  New Contract with Wells Pharmacy- Linda secured this and its is a company with over 300 employees in its Mcr office and shops nationwide, some BA, L3 Mgt, L5 Mgt ?  end of June 2020 start  it is worth £120,000 in the first year for 25 learners , SLA now been signed off by their legal and HR team,  they spend £50K monthly from the levy and over £600,000 annually looking to develop a Zoom Q&A session for prospective learners , original 3 have lost interest, Karen on the zoom, then follow up  it is important that the Wells Pharmacy managers spend their training budget at the end of year review they must allocate for staff T&D. potential at present is TL L3 x15, Mgt L5  x 5 an CSL2 x 5 = 25 learners in total.    Team then discussed the L5 management workbooks and Michelle distributed them to all . Suzanne prepared a list and sent to all.  Julia gave a brief walk through of how to embed a video in the work books ,  - i did experience some issues as my Laptop couldn't perform the function so will have to work with Julia  to sort this out. | Work on the structuring of the workbooks as per Julia's template version, and to upload to the 12A one drive resources to be approved when completed  I am to complete the Self Awareness section 1. Understanding different learning styles and behaviour, 2. Understanding emotional intelligence 3. Understanding own impact on others  & putting knowledge into practice combined. |

**20 May 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM webinar - Management Apprenticeships Our end to end offer L3 &L5 | there is a covid -19 page on the ILM website for further information  the e workbooks can be used as evidence for knowledge providing they meet the criteria, evidence must be clearly marked and meet the criteria and linked to the standards  similarly the diploma L3 & L5 must be referenced if using the workbooks to the assessment criteria  The on-line test , portfolio and prof. discussion mimic the EPA process  Off the Job - clear calculations must be included in the apprentices commitment statement.  Prior learning must not be used to secure funding, it must be evidenced and included in the pack , along with a written agreement with the employer , if but not less than 12 months otherwise no funding is available  EPA Journey slides  Assessment component slides  Only resit the element that has not passed.  The knowledge test covers the 7 areas and is via the Evolve platform - building relationships, communication, operational management,  - leading people, managing people, project management finance.  sample test is available  from May 2020 - future Assessment plan requires a portfolio but it is not assessed  Feedback from LIEPA included - the portfolios are lacking in product evidence  needs a bibliography  evidence appendices  the portfolio is mainly skills ( 'only 1 tick in the box' is needed for assessment)  Check the quality of work  Don't need to see the'journey'  only give the best version  it needs to be contextualised  Competency bases interview slides ( test knowledge/skills) criteria as per the knowledge test criteria  in the structured interview it is key to have 'real' examples  see S.T.A.R.R. slide and example along with slides etc  Check the FAQ's  Key documents are on walled garden  the EPA prep tool is on smart screen.  ILM get 2 gateway (formerly solar) has resource slides  can use the illuminate e workbooks  Invigilation training pack was asked if available not  had a response as yet. | key points to consider and incorporate in learners work, careful referencing of the workbooks to the actual criteria of the standard or diploma.  Clear OTJ calculations and recording  Ensure contextualisation in written Knowledge statements  Informative session |

**19 May 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM  EPA for L3 and L5 apprenticeship standard updates | To develop my knowledge in more detail regarding the EPA processes following the webinar today.  various points were high lighted for apprentices portfolios - all assessment methods to achieve a minimum of 50%and the grading scale is FAIL = less than 50%, PASS = 50%, MERIT = 60%, DISTINCTION = 70%  a portfolio of evidence is still to be submitted for the IEPA to self appropriate evidence to discuss in the interview.  the EPA portal has an on line facility for the 'showcase' portfolio to be uploaded.  Harvard style referencing must be used in the L5 programme  but not necessarily the L3  confirmed the L5 presentation is the Project for the presentation  there is a mock knowledge test available  The portfolio of evidence must contain product evidence not just recorded professional discussion,  in terms of evidence the best piece to be put forwards not lots of 'drafts'  the emphasis is on the quality of evidence, the sound recording to be good and the location considered as appropriate  Learners need to ensure that their evidence reflects what they have learned and how they have applied it in their work place  Point was made re Every piece of evidence needs and electronic signature  the portfolio is a sign posting for the Skills evidence ( showing what you do) leave out the Knowledge evidence  S.T.A.R.R. is the preparation acronym for learners, explained fully in the slides.  Learners to be mindful of the verbs - L3 Describe/Explain  L5 Critically Analyse/Assess  Use the term 'I' not the team did this....  Learners can take notes and their portfolios into the competency based interviews  Range of test papers, sample prof. discussion, sample competency interview available  The EPA assessment guidance pack L3 & L5 -Tutor to print off and read through  The EPA preparation tool for learners  and assessors can get access via smartscreen, only when learner has been registered  - the centre sets up the access. email address is key.  there is a range of resources on the ILM website | I will access the resources from smart screen, and use the mock tests etc. throughout the level 5 programme as required.  Will look to introduce the Harvard referencing with the L5 diploma from the beginning in future, will introduce at the next opening of unit for my L5 learners.  Again will insist on the written text to use 'I' instead of the team or we did or the company - more personal. Encourage learners to prepare a maximum number of 'versions, first, amended and final as too many drafts become confusing. Utilise the mock tests to support learners  to demonstrate confidence in their learning from the  whole programme.  Will incorporate the action points and slides into a separate folder on the shared one drive. |

**12 May 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM Best Practice in Competency based interviews and Professional Discussion - Karen Egan and Rebecca Hollamby | Took part in an hour long webinar primarily for L3 Team Leader /Supervisor & L5 Operations /Departmental Manager | Good amount of information provided, updates on EPA , slides to follow have some good hints and tips to help prepare learners for the different components of EPA. next port of call to source them from the ILM presentation and website.  Slides  recordings still  to be sent out |

**08 May 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Trans Gender 7th Strand on line training | finally completed this after 3 attempts! | it was interesting to get a true picture of what Trans Gender etc is and I found that there where some points that I had been unaware of. |

**30 Apr 2020 - 100.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Have achieved one of my personal goals - I have completed a 120 hour TEFAL certificate on line | This was completed over a period of time and in April whilst on holiday I finally completed it ! | I enjoyed working on this on line course and it has given me food for thought, particularly for the future.  will now embark on my next personal course Feng Shui Interior Design! |

**30 Apr 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM 2nd Quarterly Customer update. | General update from Joseph Ballantine  Quality update from Jill Hansen  EPA update from Rebecca Hollanby - from C&G | Complimented centres for adapting to newer delivery methods on line, fantastic response, confirmed learners on furlough can continue working on their learning programmes  if there are any issues get in touch with ILM quality or apprenticeships -Rebecca Hollanby  The 15 e workbooks for Leadership and Management are now freely available to support distance learning, click on the tab on the slide and there is a dedicated Covid-19 section this will give more details.  At a distance and going the extra mile- click on the tab in the slide and it will take you to a source of free webinars and also has other links to other websites  - a valuable resource let learners know when you have had a look at what may be available  Additional events to register for 4.5.20 learn how to coach,11.5.20 Mental Health,18.5.20 Build employability  look for the e learning tool "my leadership"  there is a new section on funding if you want updates on these register your email preferences - 19+funding, 16-19, 19+ F.E. adult learning loans, Bursaries, New list of ILM funded Quals  Quality update the facility to add on new quals is till open  New centre approvals been suspended at present  if your centre has a change of details address etc. use walled garden  similarly the certification is also suspended , however, if it is going to cause an issue for the individual then contact the C/S who will advise  Also face 2 face visits by EQA are suspended , remote visits are still available- can always contact your quality team for further advice  **EPA Update**  visit i-l-m.com/covid-19 for further information  there is now no requirement for the employer or training provider to take part in the presentation interviews for L3,5,6,7,  When completing the gateway paperwork a digital signature will be accepted, this needs to be in a date stamp on the actual declaration form. a "WET" signature can be photographed and attached to the declaration form- employer can send from their company email and confirm that it is a true signature.  Evolve tests can be conducted remotely - only for EPA knowledge tests. not the Diploma Evolve exams.  General points to be aware of - exams can be 121, need a 5 day booking window, Invigilators must be fully trained, test to be taken under exam condiditons, delivery platforms must allow the Invigilator to view the candidate, envronment and laptop at all times  looking at Equipment for delivery - go to meeting or Cisco Webex. - Can always contact C/S for guidance  4 New assessment plans in development  L3,5,6,7 - L3 Team Leader will be released first and will be Version 2, the other assessment plans are being worked on  , if a learner is using the original plan and wants to change over to the newer version that is ok to do providing the learner is not reached Gateway.  There will be a slight crossover for both version 1 and version 2 and ultimately version 1 will end.  E certificates are available for C&G not yet for ILM  if need be they can be screen shot in walled garden for funding purposes - sent in as evidence for funding body.  Other events - 3rd Quarterly meeting is 25.6.2020, 4th Quarterly meeting is 15.10.2020  Apprenticeship events - 6.5.20@ 12-1,                  12.5.20@9.30-10.30,             20.5.20 @9.30-10.30  check slides for content  webinars& Podcasts are freely available to all businesses, Tutor and student membership webinars and podcasts not freely available, so encourage learners to sign up for their membership  a varied range of information, some useful pointers to explore further. |

**28 Apr 2020 - 1.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Free SDN Webinar on  "Effectively engaging young people using on-line technology | Overview consisted of  Identify barriers to engagement and how to overcome them  Understand the importance of 'Setting the Standard' building and creating a safe space for young people and how to respond to safeguarding/behavioural concerns  Explore a range of techniques to promote engagement and relationship | Good range of hints and tips for planning on line sessions  consider using a 1/3 of the time that you would use for a Face to Face appointments, for an on line session to be mindful of video overload.  consider the background behind you try to have a neutral style if possible  plan the session use a mix of learning styles - visual, audio powerpoint presentation  Consider a behaviour contract' could include a code of dress, confidentiality, attendance, professional background or against a wall.  A way to approach challenging behaviour, S.A.I.D. = set the STANDARD required, take ACTION, consider the IMPACT and DO/DEVELOP an learner understanding for them to take ownership of their behaviour.  Quote by Dr. W.Glasser "The strength of that influence depends upon the strength of the relationship"  Engagement of learners starts from beginning -find out more about the individuals their feelings their levels of involvement   the Initial Assessment is vital to 'capture' this information  "The human brain can really only hold on to 4 things at a time, so if you go on andon and on for 5/10 mins trying to argue a point the person will only remember a very small part of that.  Quote by Andrew Newberg "Words can change your brain" "speak briefly - meaning that you speak one or two sentences , maybe 30 seconds worth, because that's all the human brain can take in"  leave a pause in the video or dicussion  use the Pace and & Lead technique - Fact 1. its monday morning, Fact 2. we spoke last week, Fact 3. Here we are catching up again ......  By connecting on a deeper level you can calibrate  match, and mirror the person you are talking to  WDEP Model  Want - what do you want to achieve  Doing - What are you going to do to achieve this, make it happen  Evaluation - is this working for you  Plan - What is your plan to make it happen  If the learner is showing signs or mentions needing support have a list available for you to signpost to appropriate agencies or make it available at the end of the session  Agree any follow on actions, review the session,  ensure there are no unanswered questions or loose ends - ASK, gain commitment establish and confirm the details of the next session.  5 key tips.  1. Blend your communication methods, video, audio, text, consider if you need to do a video call  2. Keep communication brief, to the point, avoiding video fatigue  3. Relax and become comfortable about being uncomfortable , its ok if things go wrong.  4. Set and maintain boundaries, model safe behaviour, that you would like to see, appropriately challenge anything untoward, to maintain a safe space  5. Ensure the session s are practical, relevant, identifying and respond accordingly,  We  are all learning and adapting during a difficult period  Consider a small group of 1 -6 is an ideal size for an online group - 'Plan more effectively for on line teaching'  use the Meyer principles of managing on line, - consider the duration, have breaks.  Slides to add.when sent from SDN  Some very useful pointers to explore further |

**28 Apr 2020 - 7.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| EDI on line training via Foundation  Mainstream assessment completed  Teaching and supporting learners  3 attempts 17.4.2020 x 1 hour, 19.4.2020 x 1 hour,  28.4.2020 x 0.50  Equalities Legislation 3 attempts 2.4.2020 x 1 hour,  14.4.2020 x 1 hour,  27.4.2020 x 1 hour  Equality & Diversity in Inspection 1 attempt x 2 hours  completed | Need to retake 1 assessment to complete this section before I move on to next set of training | its good to refresh my knowledge on EDI |

**23 Apr 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Free Webinar from SDN and MESMA -  In conversation with Chris Jones - learning from inspections since Sept 2019" | To read through and get a more detailed understanding of the E.I.F. This will help me to support 1st2 Achieve Training in preparation for when Ofsted inspect the programmes. | Very interesting to hear of the lessons learned from Inspections since September 2019  **2 key themes were discussed**  1. Inspections since Sept. 2019  2.Is there a recipe for successful apprenticeships  The EIF is an evolution from the CIF and newer update was available in March 2020. possible update later in 2020, limited mention of Maths & English in E.I.F.  The aspects that are changing re focus on the curriculum offer, analysing the detail to prepare an efficient mode of delivery.  I.A. is key - pre data on the individual supports the planning of delivery  Teachers have subject knowledge but they deliver to a set plan from an awarding body/exam board  Use of media platforms is becoming more prevalent - more so with this current situation  Curriculum intent - What are they going to learn, where are they going to progress to , why are we doing what we do? High expectation - setting clear expectations of delivery and study capacity of learners  Moving the inspection focus from provider to what you are delivering to the apprentices.  using IA to set high targets, challenging for learners , high expectations  Minority ethnic group monitoring outcomes  **Before Inspection preparation**  Know your strengths and weaknesses, what are you doing about them, know your 'Deep Dive'  **During Inspection**  be on the ball with feedback from staff from a 'deep dive' obs of lessons, addressing issues immediately, show outstanding points to the inspection team, negative points to be re addressed  **Monitoring**  Requires improvements / inadequate grading since Sept. 2019.  Early monitoring visits dealing with issues swiftly,  Focus on Quality of Education - Staff qualified for subject delivery.  The E.I.F. has a code of conduct that all providers, staff and  inspectors can work to.  Q. to Inspector : what arrangements will be in place for future if online training becomes the norm? How will inspections happen?  Providers to re calibrate the curriculum , digital resources, skill gaps of apprentices  Apprentices back up to speed after Covid 19 ( what teaching , resources to be re structured), End dates to be moved to give more time, curriculum questions on additional support available  **4 key points**  Don't forget you need to understand the E.I.F.  Look at the E.I.F. when the new academic year starts  Just be clear how you support returning students( mental health issues, re engagement, behaviours, attitudes)  Very few surprises - know your strengths and weaknesses  **2nd Theme**  3 key items for Apprentice success  1. Recruit apprentices onto right level  2.Initial Assessment is crucial as retention is not good on standards.  3. Focus on the curriculum- K, S,B. -what, why teach and skills development  **Quality processes** -  1. How do we know we are good /poor  2. Relationship with on and off the job training - be clear what this is  Look at E.I.F. paragraph 168  re Employers  Employers - Providers to analyse relationships with employers, Levy contract employers , what their needs are, curricula needs, technical knowledge/delivery of their staff  Consider CPD  in industry ?  1 major point form the HMI - Be honest about your weaknesses, be clear about sorting out issues, be clear about the impact.   of good points discussed and will now look at the E.I.F. in more detail |

**21 Apr 2020 - 8.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Time taken to refresh Maths L2 Functional Skills over a week and a half. intermittent times  - probably about 3 or 4 days  in total | have taken the initial assessment, worked on areas that were weak, and had conversations with the Functional Skills Tutor for additional support and guidance.  Re took various diagnostic tests 2 or 3 times  over 3 to 4 days, revised in between  as needed  then re took Initial assessment Maths L2 - 83%  Was then provided with a couple of test papers at L1  and L2, completed L2 and have sent for feedback from FS Tutor. | will just have to keep attempting the diagnostics etc until I have achieved a pass in  the L2 maths...... |

**15 Apr 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| City & Guilds on line webinar - Reporting and Customising reports | This video was excellent in describing the processes to use the range of tools. | I have saved the link to my desktop so its easily accessible to refresh or check processes as I need to.  This would have been great to have had 12 months ago as a valuable learning resource. |

**14 Apr 2020 - 4.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Returned to on line training - Foundation online Advancing Equality & Diversity | re took the assessment and didn't achieve the recommended score  Then went back into the video material to refresh and make additional notes to re sit the end assessment in 24 hours. | As I was completing the refreshing of my knowledge the website produced a message to say that the website was now closed for refurbishment and wouldn't be available until the 23rd July 2020. This is the message below:  The site is currently down for maintenance. It will return at 17:00 on the 23rd July.  If you have any questions, you can contact the support team.  I can only return to this series of online training at that point. |

**14 Apr 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| City & Guilds on line webinar - Learner Journey | The video was excellent in describing the processes to use the range of tools. I will share this with my learners as I feel it will support them as they are getting used to using an e portfolio perhaps for the first time. | I have saved the link to my desktop so its easily accessible to refresh or check processes as I need to.  This would have been great to have had 12 months ago as a valuable learning resource. |

**14 Apr 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| City & Guilds on line webinar - People Management | The video was excellent in describing the processes to use the range of tools | I have saved the link to my desktop so its easily accessible to refresh or check processes as I need to.  This would have been great to have had 12 months ago as a valuable learning resource. |

**14 Apr 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| City & Guilds on line webinar - IQA tools | The video was excellent in describing the processes to use the range of tools | I have saved the link to my desktop so its easily accessible to refresh or check processes as I need to.  This would have been great to have had 12 months ago as a valuable learning resource. |

**14 Apr 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| City & Guilds on line webinar Customising Courses and Resources | The video was excellent in describing the processes to use the range of tools. | I have saved the link to my desktop so its easily accessible to refresh or check processes as I need to.  This would have been great to have had 12 months ago as a valuable learning resource. |

**14 Apr 2020 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| City & Guilds on line webinar - Assessor tools | The video was excellent in describing the processes to use the range of tools | I have saved the link to my desktop so its easily accessible to refresh or check processes as I need to.  This would have been great to have had 12 months ago as a valuable learning resource. |

**02 Apr 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Series of Equality diversity and Inclusivity  on line training from Foundation | Took main streaming assessment and passed | Good to refresh my understanding and knowledge of EDI. |

**30 Mar 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| online updating of Workplace Health & Safety | only a couple of incorrect answers , will endeavour to work with the guidelines particularly as working from home. | will continue to be vigilant in the workplace re Health and Safety particularly more so at the moment as working from Home due to the Corona virus pandemic. |

**30 Mar 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Online updating of Equality & Diversity | completed online course only a couple of areas that I answered incorrectly | will take on board the incorrect answers and endeavour to work within the E&D guidelines |

**30 Mar 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Online updating of GDPR | completed the online programme, only a couple of areas where I answered incorrectly. | will take on board the incorrect answers and will endeavour to work within the GDPR guidelines. |

**20 Mar 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Free Webinar from SDN & Protocol on preparing apprentices for endpoint assessment | Presentation via Zoom. to provide further information advice and guidance on how to prep apprentices for EPA  the recording and slides will be sent out as a reference point by early next week. | It was a useful update on the EPA  process for preparing an apprentice for the EPA . will share with my colleagues the slides and recording when received. |

**10 Mar 2020 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Work shadowing of work colleague Julia Goode | visited Julia's learner at the Bolton Arena  - Amy Wartnaby @ Summit Physio  Observed Julia's approach with learner and her use of LA throughout the appointment | I felt as though I had been working in a similar way, but as I am a visual/kinaesthetic learner it was more useful to watch how to do certain tasks. Julia was very patient with me and I have gained more confidence in using Learning assistant( LA).  I also felt comfortable to ask questions around the delivery of the apprenticeship standard as previously I had no knowledge of how this should be delivered. There is still a lot to learn, but at least I feel more  up to date and in a better position to support my learners.  I have embarked on a mission to re structure all my learner e portfolios where I can, in order to streamline the evidence base.  I will spend an additional session with Julia in the use of the showcase and selecting learner evidence for same. |

**10 Mar 2020 - 16.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Internal Quality Assurance activity with Michelle Edwards - Head of Quality  took place over 2 days and was very intense but welcome. 10th & 13th February 2010 | Reviewed and discussed learner portfolio Ion Casian, and Aimee Brown.  some evidence not suitable and was reminded to check if it is valid, authentic, sufficient etc.  Michelle requested that I provide my learner file for Ion Casian in order for her to consider how i should be structuring the e portfolios for my learners. | I have gained a great deal today working alongside Michelle, and I have a much more up to date knowledge base of how to re structure my learners portfolios.  I will endeavour to rectify all my learner portfolios on going into the new approved pattern from Michelle. |

**12 Feb 2020 - 4.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| EPA Updating knowledge day with GMLP network @ Blackley Golf Club | was provided with an overview of the EPA consortium  that GMLP have established with support from C&G. | I feel that the consortium is a good idea to be part of, however, it also made me reflect on whether I would wish to continue with developing myself into an IEPA.  I have since made a decision not to continue with my aspirations of becoming an IEPA. |

**05 Feb 2020 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Networking event at the Bliss Hotel Southport | Met a wide range of different businesses and gave an overview of what 1st 2 Achieve offer | Have made contact with 2 or 3 businesses from the event and have exchanged information on apprenticeship standards with one of the businesses  Also had a telephone call re the various expos planned to be held in the near future and invited to attend the Bolton event on Friday, then spoke to the other colleague of the Shout Networking group rep providing an overview of what we as a business offer incl. Trade Skills Development. |

**05 Feb 2020 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Prevent on line training | Have completed the on line training for prevent | have reviewed the feedback and will ensure that I keep my self updated as opportunities present themselves |

**03 Feb 2020 - 16.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| 2 day Business Administration Standardisation  meeting 3 & 4 February 2020 | Final amendments to the Delivery plan for the Business Administrator standard. Julia has said she will allocate the relevant work books to the sub themes. | will issue a completed delivery plan to every learner once confirmed it has been quality checked. |

**27 Jan 2020 - 1.70 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Completed on line updating for Safe Guarding of Adults | Have completed the on line course as noted above  Will remain vigilant with my learners and ensure all have the Safeguarding business card at next visit. | In completing this on line programme I have learned a couple of new points,  the PROTECT Mantra, and the range of different forms of abuse that now includes modern slavery, |

**13 Jan 2020 - 14.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| 13 & 14 January 2020 = 2 day standardisation meeting off site with Quality Manager to define the processes for the Level 5 Operations/ Department Management Apprenticeship standard. | Developed a specific induction for the L5, developed a series of ppp based on Personal effectiveness- Managing self as part of the Knowledge theme.  also developed follow on ppp for time management, collaborative working techniques, and self awareness - working styles  using a range of resources to provide learning points, to then devise a series of assignments to support the theoretical aspects of the standard. | research and collate information to prepare assignments for L5 learners,  also to develop a delivery plan for L5 to optimise delivery of the standard. |

**06 Jan 2020 - 21.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| 6,7,8 of January 2020 = 3 days standardisation meeting | developed a generic induction PPP to use across the apprenticeships, developed a flow chart of the processes, further developed the 1st action plan  worked with the other 3 members of the team and the quality manager. | this was a very good standardisation process and it has now defined the path for the delivery of the new apprenticeship standard. All the relevant docs are available in the 1st2 Achieve one drive for ease of access by all.  no copies to be stored on own desk top in case of changes to any aspect. |

**04 Dec 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Read and digested the following information for End point assessment purposes  L3 Business Administer End Point Assessment Knowledge test (9473-301)  Read through The End Point Assessment Handbook  Read through The End Point Assessment Pack  - no sample recording forms in Pack ? | Took sample assessment to check my knowledge (Score 43 = D level)lso took sample assessment to check my knowledge (Score 43 = D level)  need to plan for learners to have a mock test to guage their level of understanding  Source the Sample recording forms  Discuss with team members as they may already have experience of using the forms and mock test. | found the information very helpful and have a better understanding of the components for EPA , and actual requirements for learner to consider with guidance and support from me as their tutor.  Knowledge test sample, Portfolio based interview, presentation |

**02 Dec 2019 - 3.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| 121 training on using Learning Assistant with Karen Upton | spent time with Karen looking at using Learning Assistant  to become more electronic - adding Reviews and Action plans direct into individual learner files  practised digital recording from Mobile phone and Skype  Looked at uploading emails from learners into a zip folder and then attaching to LA individual files  looked at using gap analysis button for individual learners  metrics for checking Off the Job hours  for individual learners to check that they are on track with the recording of hours  made notes to refer back to | use notes to update individual learner files  completed learner files Teegan Tyldesley, Ion Casisan, Kate Brogan, Stephanie Martins, Lauren Butcher, Jake Richardson ,  remaining 6 learners individual LA files to be updated by end of December |

**03 Oct 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Research on H.S.E gov. website for information  to present to the Health & Safety Commitee for discussion. | looked at some key pieces of legislation and free resources to download.  Worked with commitee to begin to agree a staff H&S Training planner to present at next team meeting | By researching for key information it has refreshed my knowledge on Generic H&S. Have downloaded documents to consider.  Will also use any information to discuss with my learners. |

**01 Oct 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM L3 EPA Webinar | will utilise the information as and when | will confer with my colleagues on best practice and implementation |

**20 Sep 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| FE Week 20.92019 | Read article re the new inspection process using EIF | The key messages were to consider the Intention, Implementation and impact of learning for learners and employers and the wider business community.  need to look at the mentioned provider's Ofsted report  - Apprenticeship and adult learning provider Woodspeen Training, based in Huddersfield, had a full inspection last week after Ofsted began using the new framework this month.   Comments included -The watchdog's focus has shifted from outcomes to the "quality of education" and what is being called the three I's: intent, implementation, and impact.  There were no lesson observations, or sifting through success rate data: at most, the inspectors spent 40 minutes talking about success rates, but had "endless conversations" with staff about impact.  They really get under the skin of why you're doing it, how you're doing it and what the impact is of what you do," Inspectors were asking whether a learner who had achieved went straight into employment, or improved their skills, and how Woodspeen is evidencing that.  "It was a real focus on what have you done for these people, not just did they get a piece of paper and a qualification, and that was hugely different,"  Another big difference was the focus on staff workload, questioning staff on whether they have the right support, and how much work they have on.  There was very little attention paid to self-assessment reports or previous inspection outcomes, and inspectors spent only a few hours discussing leadership and management preferring to observe its effects in the classrooms.  This is a major change that I will need to continue updating my knowledge and skills & behaviours in order to support my learners achieve their set programme. |

**20 Sep 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| New Inspection handbook EIF  Curriculum planning EIF | Read through to undersstand the changes to inspection requirements | will continue to refer to EIF as required in order to write an Intention, Implementation and Impact statement for Business Services |

**19 Sep 2019 - 8.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Learning Assistant Digital training | learned how to use more functions on Learning assistant to enable me to support Learners | the notes and the activities will support me to use the newly acquired knowledge with my learners |

**09 Sep 2019 - 0 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| received email from Apprenticeships 4 England re the new Education inspection framework, sent on to work email address to print of and read through | have printed off the new Education inspection framework to read along with other associated notes on inspecting curriculums and an overview of the inspection process. | to have a wider understanding of the new requirements for inspection |

**06 Sep 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Skype call with The British Institute of Recruiters Zahid Mahmood  Business Development Manager -- End Point Assessment | Deputised for Michelle Edwards to take part in the presentation of how the BIoR may be able to assist in the EPA process and costs. | to discuss with ME at earliest opportunity on the + & - of the presentation. |

**04 Sep 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM Magazine 2 | read through | considering whether to produce a fact sheet for learners |

**04 Sep 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM Magazine 1 | as previous entry read through.  and will potentially use with learners | and will potentially use with learners as a factsheet |

**04 Sep 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM Spring and Summer magazines | Read through the 2 magazines | found these useful to see the wider content for ILM  and feel that this platform may be better used to describe the process towards EPA for learners and assessors and delivery of criteria  for the KSB. |

**02 Sep 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| 121 with Michelle Edwards | Covered key points and also discussed training and development to CTTL'S then DTTL's in next 6-9 months  action set to conduct exit with 1 member of staff currently on a BA programme of learning. | happy to go forward with the Training & Development to CTTL'S as and when arranged  Will conduct exit interview with relevant learner when recieved the exit review document from ME. |

**02 Sep 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| full team meeting | discussed various points including the recent partnership arrangement with System Group Ltd | to work more collaboratively with System Group. |

**29 Aug 2019 - 3.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| 1st Standardisation for Business Services | Discussed revising an action plan following feedback from Ofsted inspector to reflect more on the KSB than the diploma.  also discussed the enrolment procedure steps.  made notes throughout the meeting and typed up to send to team | to consider developing a set of lesson plans for BA to finish the scheme of work to present to the team at next meeting.  Currently still working on CS scheme of work and looking to develop lesson plans utilising a colleagues' template |

**22 Aug 2019 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| EQA meeting with Brian Salt From City & Guilds | none identified | be prepared for next EQA visit in 2020. |

**15 Aug 2019 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| email from Apprenticeships 4 England | read the email link to Linkedin website and understand that a clearing line has been announced on A level Results day to support young people with an alternative to University, can progress straight into a career with an apprenticeship.  Also forwarded on a link to Suzanne Taylor around Public health Apprenticeships for info. | this is a good idea and is a good opportunity for all.  not quite sure how i will use this information but can discuss if out networking with employers etc. |

**09 Aug 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Webinar from SDN & Protocol  introducing grading for apprentices prior to EPA | Took part in webinar and have a wider understanding of the benefits of preparing apprentices for grading in EPA | will discuss with Assessor team at next standardisation and see if we can develop something as an interim guide |

**06 Aug 2019 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Digital solutions training for LA & G2G | attended a full day of training by City & Guilds in Warrington office on updating skills on LA & G2G | much more confident with using LA and G2G |

**01 Aug 2019 - 8.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Ofsted Inspection of ANZ Training- 1st2 Achieve are a sub contractor. | available to support Michelle in Office as required | Areas for improvement identified in working practice and will address these within 1 month |

**30 May 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| senior managment meeting with Tom, Michelle and Peter Langley | discussing the length of individual learner programmes | was able to put a business case for each named individual to extend their learning programmes. |

**18 Apr 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Get to Gateway Training with C&G Emma H. | to understand the process to access G2G and aclimatise to how this works with LA | feel more confident using the system and will continue to support learners as and when they are placed on G2G. |

**11 Apr 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Getting to grips with End Point Assessment  methods and how to prepare - free webinar from Strategic Development Network and Protocol | Listened to the process and viewed the powerpoint presentation. Slides and recording will be sent electronically | found the webinar interesting and and have started to consider how to support my apprentices understand their level of competence in line with the grading criteria, KSB etc.  develop a spreadsheet ?  Discuss with Michelle |

**03 Apr 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Met with Matrix assessor | responded to various questions about 1st 2 Achieve and the support available to learners | Glad to have taken part and responded positively |

**28 Mar 2019 - 3.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Training session on Matrix Accreditation | To secure Matrix accreditation  to work through the 4 learning outcomes and assessment criteria as a team  offer points forward to show understanding | ensure fully prepared for the interview by Matrix Assessor on Wednesday 3.4. 2019 |

**27 Mar 2019 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| ILM free webinair How to create a mentally healthy workplace | took part in the session on how to use the information to hep create a mentally healthy workplace  can also use as a potential for individual learners | can consider developing a wellness action plan (WAP) as a potential tool for learners to use in their workplaces as part of communication units and team work, building relationships etc. |

**19 Mar 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Telephone call with Michelle Edwards  Quality Manager and Claire Ross ILM EQA  standardisation on the level 3 ILM Apprenticeship standard  Diploma | clarified key points of delivery with EQA and was given guidance on setting the project, presentation and prof. discussions. follow on discussion with Michelle afterwards. | will now look to discuss the 3 step process as outlined above with L5 candidates  starting with the communication work book and workshop,  Diploma standard  using an opening professional discussion , interim and end on discussion. |

**05 Mar 2019 - 6.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Learning Assistant Training | learned about how to access LA from Learner Assessor and IQA  practised uploading evidence  downloaded mobile app.  discussed the Get to Gateway system | to practice using Test learner and accepting evidence and submitting, referring, x referencing, |

**27 Feb 2019 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| unable to attend the Webinar re The Status of portfolios in end point assessment and what it means in practice . however, I have been able to review the PPP slides and have an better understanding of this key aspect. | Will look to see how the collection of evidence supports the diploma that learners are working towards and that any evidence presented is valid, authentic and current.  will also work closely with Lead IQA and Quality Manager as required. | would wish to see a 'real life ' portfolio that has been EPA'd as this will give a fuller picture |

**15 Feb 2019 - 1.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Received CPD certificate | upload to LA | can refer back to PPP for information as and when needed. |

**11 Feb 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Learning Assistant training webinair with Emma Hustthwaite - morning session  and afternoon session 1 hour each | Talk through the learner process on how to use LA, upload evidence , add template forms for action plans and reviews | Will now concentrate on supporting individual learners to upload their evidence to ensure all fully understand the process |

**05 Feb 2019 - 0.50 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| Applied to ILM for Certificate of Membership as a Tutor | Accepted as a Tutor for ILM | have begun to access the  on-line resources available as a tutor to help both myself and my candidates. |

**28 Jan 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| on-line training - Female Genital Mutilation  Recognising and preventing | completed within the given timescale  printed certificate and gave to Quality Manager - Michelle Edwards | have a wider understanding of what may have happened and how to support that person with relevant resources |

**28 Jan 2019 - 2.00 Hours**

| **Description** | **Actions** | **Reflections Notes** |
| --- | --- | --- |
| On-line training - Forced Marriage | Completed in time scale given  Printed certificate and gave to Quality Manager Michelle Edwards | I now have a wider understanding of how this happens and who may be at risk and relevant resources of support |