# .Continuous Professional Development Record

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| **Date** | **Description of event\*\*** | **Location of Event** | **What I learnt from the event** | **How I will use the learning** |
| Sept/Dec 2014 | Standardisation at Westminster Kingsway College | Westminster Kingsway College, Regent’s Park | The sharing of the challenges and triumphs of other assessors has help guide me in my own path of development. | This is beneficial when planning my own assessments and meetings for learners. |
| Nov 2014 | Media Training Mentor for BBC based workshop | BBC White City, Ugly Building | How encouraging young minds can be in just 48 hours. | Keep an open mind on sources of creativity. |
| Nov 2014 | Holistic Approach to Assessing and Teaching workshop (Ahmed Khan) | Westminster Kingsway College, Regent’s Park | An overview of a diverse range of other teaching models, skills and techniques. | I will try to engage some myself for the benefit of learner’s differing teaching needs and abilities. |
| 2014/15 | NCFE Level 3 – Vocational Assessing | Westminster Kingsway College / All Spring Media, London | On-going vocational qualification to assess apprentices. | To practice qualification assessing for apprentices. |
| Jan 2015 | Speaking with Line/Talent Managers | BBC NBH | Making contacts and networking for Live Event opportunities. | Follow up with checks for freelance opportunities. |
| Jan – May 2015 | Free Film Festivals Group Websites & Event Production | South London | Helping upload content for the range of upcoming Film Festivals helps keep abreast of online activity and challenges.Organising film nights involves working with a team, marketing, technical refresher people skills etc. | Reminds me of the sort of roles my learners are also involved in. May also be opportunities for them to get experience and assist. |
| Ongoing | Meetings/discussions with mentor in our field of work | London | New developments in media and training | To direct my own development & skills. |
| Jan 2016 | Safeguarding Training Day | Hackney CC London | How to spot and support learners with concerns and process for HCC with dealing with any issues. | My own awareness would hopefully help me highlight concerns I might have through the correct processes. |
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| August 2016 | BECTU Apprenticeship Open Day | London | Gave talk on behalf of Digital Media apprentices, sharing stage with VFX company. Awareness of other companies in the industry and their offerings with regards to further learning. | Share BECTU support with other and refer to contributors if required. |
| 13th & 29th Jun/ 14th Oct 2016 | Hackney Community College (WKC) Standardisation Meetings | London | Shared learnings on approach to assessing and use of active verbs. Cross reference of teaching and marking processes. | Expand my knowledge and experience of assessing in this role. |
| Nov 2016 | OF Online group training.[Basic Assessor Training](https://www.eventbrite.co.uk/e/basic-assessor-training-tickets-27147052565?utm_source=eb_email&utm_medium=email&utm_campaign=event_reminder&utm_term=eventname) | Online | The basic access and learner management within this online portfolio. | Help to manage and support my groups of learners more effectively. |
| Nov 2016 | Online Safeguarding – Channel Awareness.http://course.ncalt.com | Online | Safeguarding and the Channel process regarding learners and general awareness of flag factors. | Being more aware of the group’s activities during delivery. |
| Dec 2016 | 'Back to Basic' Assessment Training Sessions | WKC, Regent’s Park | The general requirements regarding enrolled learners and their progress. | To ensure the smooth progress of learners through their courses. |
| Dec 2016 | One-2-One OneFile Assessor  | Online | Remapping assignments, criteria & evidence. | To ensure learners can see tracked progress. |
| 17-19th Jan 2017 | 3 day camera/self-shooting training  | CNWL, Wembley | Refresher of camera and shooting basics. | Assisting learners on their own productions. |
| 11th Jan 2017 | Hackney Community College Standardisation Meetings | London | Questioning techniques and APL  | To better deliver and assess learners. |
| March 2017 | Springboard Media Standardisation Meeting | London | Discuss/share processes for the new standards of the CDM qualification. | To better deliver and assess learners. |
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| 2014-17 | Course Delivery & Assessment | London | Course delivery included: * Creative Media Industries Awareness
* Research Techniques
* Communication Skills
* Pitching and Presentation skills
* Health & Safety
* Production Planning
* Digital Video Production
* Video Editing (assisting)
* CPD & CV Development
* Managing Yourself (self-employment/tax/Social Media etc)
 | To be creative in assessing different learner needs, levels and optimum ways of working towards the same end. |
| May 2018 | Hosted Film Night Q & A for Local Film Festival | London | * Public Speaking and Presentations / Interviewing skills refreshed
 | Consider in future preparations |
| 6th August 2018 | AIM Awards EPA Assessment Training – Junior Content Editor | Birmingham | Training included: * Reviewing and discussing guidelines for Junior Content Editor EPA
* Discussing concept, pros and challenges of new standards and EPAs versus assessing
* Practical exercise on EPA case study
 | These discussions and preparation will be used in future EPA and to develop techniques for best assessment practice going forward. |
| 5th Sept 2018 | AIM Awards EPA Assessment Training – Broadcast Production Assistant | London | * **\*\*\*As above\*\*\*** but for this BPA standard.
 | **\*\*\*As above\*\*\*** |
| **PLANNED**13th Nov 2018 | Assessors Guild Conference  | London | Talks, networking opportunities, insider knowledge on policy updates and feedback, professional standards and CPD | **CANCELLED!** |
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| April 2019 | **Rapport Festival** – Event Locations Sourcing & Coordination | Brixton, London | Networking, people skills, communication, creative thinking.**Working locally is inspiring and rewarding.** | Connections made her are useful for other local projects and relationships fostered need to be managed and maintained. |
| **April 2019** | **Brixton Pound** – taking on interim management role | Brixton, London | Communication and empowerment. How to transfer my previous management skills and local knowledge to a new arena.**Working locally is inspiring and rewarding.** | Set new personal challenges outside my comfort and familiarity areas. |
| **May 2019** | Herne Hill Film Festival – Orchestrated an independent film night – **Mind Matters** -around mental health with speakers and performances. | Herne Hill, London | The parameters and responsibility in taking on some challenges are not insurmountable, even outside your areas of expertise.**The reach and learnings from this one night and beyond was very rewarding, and impactful. It was an event born out of a scheduling coincidence.** | I will take on the tough subjects, get heads together and pull off important and impactful challenges, utilising contacts to do so.The film festival became an important educational night simply because our film night fell at the start of Mental Health Week! |
| **June 2019** | Mighty Hoopla & Cross The Tracks | Herne Hill, London | Working live events is still my passion. Thinking on the fly and working with teams and interacting with people is what I love doing. | Return to working on live events locally will help steer me back towards production projects and re-connecting with production crews. |
| **Oct 2019** | Property Planning | London | Engineering a number of meetings and events to look at ways to manage property portfolio. | Share with other similar situations. |

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| **Nov 2019** | Property Management  | Finchley, London | Shadowing at Property Management company during daily operations. | Apply experience to own property management and consider for developing own management project. |
| **Nov/Dec 2019** | Project Management  | Herne Hill, London | Organising kids activity day in community centre for Election Day \*(when schools closed) | Expand experience of child management rules and regs alongside event management and networking. |
| **Jan 2020** | AIM Group Standardisation Meeting | Derby | Discuss/share processes for standards of JCP qualification EPA. | To better deliver and assess learners. |
| **Mar 2020** | AIM Group Training Delivery – How to Conduct Professional Discussions in Assessment | Holborn, London | How to manage to deliver sessions for colleagues in the same arena effectively. | Hopefully continue to train in this and other assessment areas. |
| **May 2020** | CV Master Class Updates with Media Parents. | Online | How to further streamline the breath of work I’ve covered for ease of digestion. | Circulate this new updated CV version and implement feedback into cover letters etc. |
| **May 2020** | DBS updated | Via email | Details around online access | Will share latest update with those that need it. |
| **Jun20/Jan21** | Standardisation (JCP) EPA | Online | Discuss/share processes for standards of JCP qualification EPA. | Getting across updates and shared practice development **incl challenges of lockdown assessing** |
| **Jan20/Oct21** | Standardisation (BPA) EPA | Online | Discuss/share processes for standards of BPA qualification EPA. | Getting across updates and shared practice development **incl challenges of lockdown assessing** |
| **Sept 2020** | Copywriting for local authority website | Online | Importance of the need for accurate briefs and working to realistic deadlines | Insist on specifics going forward |
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| **Sep-Nov 20** | Produced & Directed SohoLIFF Film Awards show. | Soho Studio/ Streamyard | The joys of working back in live production and importance of teamwork. | Find ways to do it again soon – even better. |
| **Nov 2020** | Joined BT Sport apprenticeship team for Creative Process | Zoom/email | Good to be back doing face to face with learners as well as EPA. | The importance of both ends of the apprenticeship |
| **Oct/Nov 20** | Safeguarding Online Sessions | Online | Needs and responsibilities as a DC and of other team members who could be involved | Be conscious |
| **Oct/Nov 20** | GDPR | Online | The importance of recent changes in the law and how it affects working practices | Be conscious |
| **Oct/Nov 20** | Prevent Training | Online | Refresher in what to be aware of when working in group and one on one session with learners | Be conscious |
| **Jul 21** | Resilience and Self Care | Online (All Spring Media) | How to stay positive and aware of both yours and other’s feelings and situations, especially given the current lockdown challenges. | Be mindful of all… |
| **Jul 21** | Production Processes | Online (All Spring Media) | The activities of a now established producer trying to get started years ago. | How production processes have changed, but how networking is STILL key. |
| **Jul 21** | Keeping children safe in out-of-school settings (certificate) | Online (Lambeth) | Safeguarding updates for events outside of a regular educational setting. | I will be conscious of checking the information at venues I run kids’ activities at. |
| **Jul 21** | Copyright workshop/refresher | Online (Creative Process) | Some of the unexpected nuances, and new developments and challenges faced. | Use when dealing with mentoring and/or assessing apprentices.  |