

CPD Guidance



Name	Joe Smith	Period	Jan 2018 - Dec 2019
-------------	-----------	---------------	---------------------

Date	Activity/event	Location	Content summary and personal reflections	Hours Claimed
Jan to Date 2018	Mechanical Assessor	Site Alpha, UK	Working as a discipline work based assessor for Alpha Chemicals assessing mechanical technicians to a National Vocational Qualification. I am site based and attend meetings, training and on going toolbox talks. I also receive email communications on all operational and maintenance matters. This allows me to make current decision on technician's performance and knowledge.	12 hours
31st May 2018 27 th June 2018 30 th Aug 2018	Training Attendance including: <ul style="list-style-type: none"> • Abrasive Wheels Awareness (2hrs) • Confined Space Entry Procedures (3hrs) • Smiths Alignment Tool Training (8hrs) 	Site Alpha, UK	I have gained up to date training on a range of safety related subjects. In addition I have attended training on the new alignment tool recently introduced to the company. This has given me knowledge of current legislation and practices that will allow me to assess technicians to current standards	13 hours
July 14 th 2018	Standardisation Meeting	IAC Offices, Middlesbrough	I attended a standardisation meeting where we were asked to bring along evidence of recent assessments. This allowed me to gain a wider idea of ways in which assessors were judging technicians from other sites and disciplines. This gives me several ideas of alternative assessment methods that in turn will open up more regular assessment opportunities.	6 hours

CPD Guidance



<p>Other activities that should be considered when evaluating my CPD are as follows:</p> <ul style="list-style-type: none"> • I still function as a technician to stand in for technicians who are either on annual leave or sick. • I am an active member of the LinkedIn Work Based Assessors Group where various subjects are discussed in an open forum. In the last 12 months I have contributed in a number of discussions including:- Use of Witness Testimonies, Authentication of Evidence and delivery of “what if” type questions. • I also receive the International Assessment Centre EPA Matters Quarterly Flyer. <p>All of these activities allow me to maintain awareness of current work methods as well as sharing good assessment practices. The EPA Matters also gives me an insight of any EPAO feedback or changes.</p>	<p>8 hours</p>	
	<p>Total hours claimed</p>	<p>39</p>

Authenticity Statement

The above record is an accurate and authentic record of my personal continual professional development (CPD) activities during the year identified.

<p>Signature</p>		<p>Date</p>	<p>28/11/2018</p>
-------------------------	--	--------------------	-------------------