**PERSONAL & PROFESSIONAL LEARNING AND DEVELOPMENT PLAN 2024**

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|  | | | | | | **REVIEW/FEEDBACK** | | |
| **Identification Date** | **Development Activity - including training/education that could help (Ensure SMART Objective – note 1)** | **Rationale (Why I want to do it/What do I feel about it)** | **CPD Hours** | **Target Date** | **Completed Date** | **What impact on K, U & S and approach** | **How has it helped my practice** | **How has it benefited the organisation or individuals I work with** |
| Dec-23 | Successfully complete the PDA in Internal Verification (SCQF Level 9) by 1st July 2024 | While I already hold an Internal Verifier Qualification, have been practicing since 2012, and have received external feedback on my performace through SQA EV visits, it is a long time since I completed my training or any formal CPD in this area. As I will now be conducting some IV activity for XXX linked to; the Modern Apprenticeship in Sport and Leisure, Modern Apprenticeship in Youth Work and Keys Skills Framework ......., I feel that it is important that I take steps to refresh my qualification to best support the Assessor I will be working with and the young people they are supporting. | 40 hours | 01-Jul-24 |  |  |  |  |
| Jan-24 | Gain a better understanding of the CLD Field, make network connections, and improve my Reflective Practice by completing the CLD Professional by 1 Jun 24 | XXX suggested that as we had recenlty started delivering the Modern Apprenticeship in Youth Work (SVQ L3) and were thus now formally operating the the CLD arena, it would be beneficial for us to both complete some professional CPD for CLD. While I could definitely see the benefits of |  | 01-Jun-24 |  |  |  |  |
| Jan-24 | Re-complete the Coach Clean and Clean Sports Advisor e-learning courses through UK Anti Doping by 1 Aug 24. | These courses have to be completed every three years and I lsst competed them in Aug 21. | 3 hours | 01-Aug-24 |  |  |  |  |
| Apr-May 24 | Assist XXX IV/Assessor Team to prepare for the 1st SQA EV visit and audit of the new SVQ Level 3 Youth Work delivery | As part of the small team assessing and IV'ing the new Modern Apprenticeship in Youth Work it was essential that we all work together to share our knowedge and experience in preparing for this EV visit. I was really pleased to be involved and to be working with XXX onthis as it provided the opportunity for me to tap into and learn from his huge expereience in this area. | 8 hours | Apr/May 24 | 10-May-24 | As a new qualification there has been a lot to learn and implement to ensure that the learners get the support and service they require and deserve. Completing this task has required a lot detailed reflection, collaboration, communication, sharing knowledge and experiences and both giving and receiving feedback. | Working through this process has requried me to revisit not only the Qualification and Unit Specification, Outcomes and Performance Criteria but analyse my own knowldege and understanding or the assessment and feedback process and my own approach and practice as an assessor. For example, as a major focus area of the EV is around the provision of effective feedback, I revisited the all of my learning on this subject read a number of articles and publications on the subject to refresh my knowledge and improve my practice. The exercise has, I believe, made me a better assessor and IV and this was born out by the veyr positice EV report that we received. | I believe that my contribution helped in gaining the excellent report for the business. More importantly the process requried all of the IVs/Assessors to come together to review and improve out practice and for an external EV/CLD practitioner to critically review our policies, processes/procedures and provide some very positive and constructive feedback. We have used this feedback and the report to conduct an internal review/reflection and consider how we can do even better in the future. |
| 01-May-24 | Formal Internal Review and reflection on SQA EV report and recommendations | As part of the small team assessing and IV'ing the new Modern Apprenticeship in Youth Work it was essential that we contributed to the review/reflection on the SQA EV report in order to be able to improve out practice abd thus better support the young apprentices we are working with. Again I was really please to be invoved in this process | 2 hours | 10-May-24 | 10-May-24 | Despite this being a very positive report ,with three areas highligthed as best practice, underlining our current competence and compliance with SQA procedures and standards and knowledge and understanding of CLD pracices. There are always lessons to be learned and things to improve on. For me, it was good to see how another company approaches the preparation and reflection on an EV visit and how they plan for the implementation of any remedial actions. Having led this process myself in my capacity as Chairman of the XXX is was good to be able to take and share best practice. | This was a very constructive and infromative process which I have taken a number of lesson from that will definitely improve my practice as an Assessor and IV. It will also be hugely beneficial when it comes to the next SQA EV of the sports coaching qualifciaitons that I deliver through XXX. | Receivng such a positive report has provided me with confidence that I am operating to the expected/requried standards and to the benefit of the business and the young people and assessors that I am working with. |
| Autumn 24 | Take part in a minimum of two CLD related webinars | Following a professional discusssion with XXX at XXX, we agreed that programing attendance at CLD webinars that will help our professional development and practice in the delivery of the SVQ L3 in Youth Work would be extremely beneficial. Agreed to discuss this further during our next Standardisation meeting in early July 24. | 4 hours | 30-Sep-24 |  |  |  |  |
| Autumn/ Winter 24 | Develop Planned Reading using the CLD SC on-line resources in consultation with my CLD mentor | Following a professional discussion with XXX at XXX, we agreed that developing and agreeing on planned reading that will help our professional development and practice in the delivery of the SVQ L3 in Youth Work would be extremely beneficial. Agreed to discuss this further during our next Standardisation meeting in early July 24 | 6 hours | 01-Dec-24 |  |  |  |  |