

Name:		Paul Gill				Date:		Feb-21		
Purpose:		Demonstrate Record of Continual Personal Development to Date								
Development Activity						Evaluation:				
Details of CPD Activity	Type	Dates	Effective Learning Time	Recognition /Certification	Dev Plan Ref.	What was undertaken?	Why?	What was learnt from this? Key Benefits/Value Added	Further Comments: Was the learning successful? How can I improve in future?	How have/will this development piece be used?
Prince2	Project Management	Sep-19	5 Days	People Cert Axelos	Project Management 1	Attended classroom based training	To further support the business with both internal and external (client) projects	Personal Development and Business Support		To provide the business with greater depth around project management and support the need to strengthen and grow
Lean Six Sigma	Project Management	Jan-17	4 Days	Six Sigma	Productivity and Efficiency Best Practice	Attended classroom based training	To ensure that all internal and external projects and working practices are effective and efficient	Personal Development and Business Support		
British Sign Language - Level 1	Personal Self Funded	Mar-16	7 Days	BSL	Personal Investment - Self Funded	Attended classroom based training in own time with 8 year old Daughter as a personal desire to learn BSL	Strong belief that it was avaluable learning and great investment to make for both personal and business requirements	Personal Learning desire		Enables languages to be spoken and understand when and if there may be barriers
Web Publishing Level One	Personal Self Funded	Jul-04	3 Days	Learndirect	Personal Investment - Self Funded	Completed all training and learning in own time and at night classes with final exam at Learndirect Invigilated Environment	Strong belief that it was avaluable learning and great investment to make for both personal and business requirements	Personal Learning desire		
PDI+	Managed Print Industry		11 Days	Comptia	Managed Print Industry	Ability to demonstrate full understanding of all technical requirements within the Managed Print Services	To support clients and colleagues with all/any technical issues	Ongoing continual development/refresher		
ACAS Early Conciliation	Leadership & Management	Apr-20	45 CPD minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Very useful and supportive to myself and in the assistance of others and the business as a whole	Training and experience may be called upon should there be an employment dispute within the organisation
Bullying and Harrassment in the Workplace for Managers	Leadership & Management	Apr-20	45 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Very useful and supportive to myself and in the assistance of others and the business as a whole	Training and experience can be used to ensure harmony in the workplace and to deal with any issues that may arise
Employment Tribunal - How to prepare for a hearing	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Very useful and supportive to myself and in the assistance of others and the business as a whole	Training and experience may be called upon should there be an employment dispute within the organisation that has potential to lead to tribunal case being heard
Hints and Tips for Effective Recruitment - Part 1 - The Principles of Recruitment	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Recruitment Best Practice 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Supportive of ensuring that as a business we recruit and promote the right people	Will be used to support my ongoing recruitment as well as enable other staff to be developed through leadership to make the right choices for recruitment and promotion
Hints and tips for effective recruitment - Part 2 - The recruitment process	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Recruitment Best Practice 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Supportive of ensuring that as a business we recruit and promote the right people	Will be used to support my ongoing recruitment as well as enable other staff to be developed through leadership to make the right choices for recruitment and promotion
Information Security	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Security and GDPR 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher	Ensure that as a business we are secure in our data and processes so as not to open the business up to attack or jeopardise	Will be used to demonstrate support for security requirements across the business and to also develop others to asist with compliance of GDPR and other security requirements
Modern Slavery	Leadership & Management	Apr-20	15 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Ensure that the business is maintaining its duty as a responsible employer
Probationary Periods	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Recruitment Best Practice 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to support my ongoing recruitment as well as enable other staff to be developed through leadership to make the right choices for recruitment and promotion
Short Term Sickness - A Practical Guide to Managing	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Staff Well-being 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to ensure that staff are supported when required and that the business is protected where absence is not justified
Corona Virus Covid-19	Leadership & Management	Apr-20	30 CPD Minutes	The CPD Certification Service	Safety and Wellbeing of staff	Attended online sessions	To ensure that all staff remain safe and well during the pandemic and to secure the business properties so staff are able to work safely and without risk	Personal Development and Business Support		
Long Term Sickness Absence - Part 1 - Procedures, Pay and Communication	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Staff Well-being 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to ensure that staff are supported when required and that the business is protected where absence is not justified
Long Term Sickness Absence - Part 2 - When is it resonable to dismiss	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Staff Well-being 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		Will be used to support staff and to ensure that the busines sis making the right decisions and is fully aware of the laws supporting disabilities etc.
The Bribery Act 2010 - An Overview	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Employ Law 1	Attended online CPD training module	To ensure Leadership and Management responsibilities are maintained	Ongoing continual development/refresher		To ensure that the business is aware of all legislation with recruitmenta nd ongoing employment of staff
Stress in the workplace	Leadership & Management	Mar-20	30 CPD Minutes	The CPD Certification Service	Mental Helath & Wellbeing	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		

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Advanced Level Apprenticeship in IT Software & Telecoms Professionals	Leadership & Management	Aug-14	As part of ILM	ILM - Institute of Leadership &	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 2 ICT System Operation	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 2 Install, Configure and Integrate Networked Hardware and Software	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Certificate in ICT Systems and Principles	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Develop Own Effectiveness and Professionalism	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Diploma in ICT Professional Competence	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Install, Configure and Integrate Networked Hardware and Software QCF	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Interpersonal and Written Communication	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Maintain ICT Equipment and Systems 3 QCF	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Networking Principles	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Security of ICT Systems 3	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Software Installation and Upgrade 3	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 User Profile Administration 3	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Level 3 Working with ICT Hardware and Equipment	Leadership & Management	Jul-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Functional Skills qualification in Information and Communication Technology (ICT) at Level 2	Leadership & Management	Mar-14	As part of ILM	City & Guilds	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
MLPI	Leadership & Management	Apr-13	1 Day	Learning Performance Institute	Learning and Development Support	Became a member of the LPI after gaining accreditation for Certified Online Learning	To support all staff with ongoing learning and development as well as coaching needs	Ongoing continual development/refresher		
COLF Certificate of Online Learning Facilitation	Leadership & Management	Apr-13	10 Days	Learning Performance Institute	Learning and Development Support	Attending online learning sessions and presented to demonstrate ability to facilitate online training	To support all staff with ongoing learning and development as well as coaching needs	Ongoing continual development/refresher		

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Advanced Level Apprenticeship in Management	Leadership & Management	Mar-13	As part of ILM	Alliance of Sector Skills Councils	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
EDI Level 3 Certificate in Management Principles	Leadership & Management	Nov-12	As part of ILM	Ofqual	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
ILM Level 3	Leadership & Management	Oct-12	As part of ILM	ILM - Institute of Leadership &	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
OCR Level 3 NVQ Certificate in Management	Leadership & Management	Jun-12	As part of ILM	Ofqual	Leadership and Management Development	Attended various modules as classroom and project based learning as part of ILM level 3	To ensure Leadership and Management responsibilities are maintained	Personal Development and Business Support		
Microsoft Technology Associate	IT & Networking	Apr-14	5 Days	Microsoft MTA	Networking and IT	Attended various modules as classroom and online	Network and IT Support	Personal Development and Business Support		
Microsoft Certified Professional	IT & Networking	Apr-14	5 Days	Microsoft MCP	Networking and IT	Attended various modules as classroom and online	Network and IT Support	Personal Development and Business Support		
Sharps Awareness	HSE	Dec-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions and produce project work as evidential documentation	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
RIDDOR	HSE	Dec-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe amd well within the workplace.	Ongoing continual development/refresher		
COSHH Awareness for Employees	HSE	Apr-20	45 CPD minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe amd well within the workplace. To ensure that the business is compliant in hazardous products control	Ongoing continual development/refresher		
Environmental Awareness For Managers - Certified	HSE	Apr-20	30 CPD minutes	The CPD Certification Service	Health & Safety and Environmental	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe amd well within the workplace. To ensure that the business is compliant in environment duties	Ongoing continual development/refresher		
Health and Safety Awareness - Certified	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Lone Working	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Silica and dust awareness for employers and managers	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Asbestos Awareness	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Bullying and Harassment in the Workplace for Employees	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
COSHH Awareness For Those Responsible For Completing COSHH Assessments	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe amd well within the workplace. To ensure that the business is compliant in hazardous products control	Ongoing continual development/refresher		
DSE Display Screen Equipment	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Manual Handling	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		
Personal Protective Equipment - PPE	HSE	Apr-20	30 CPD Minutes	The CPD Certification Service	Health & Safety	Attended online sessions	To ensure that all staff, visitors, clients and contractors are kept safe and well within the workplace.	Ongoing continual development/refresher		

