

## Continuing Professional Development (CPD) log

Date and length of activity	Activity undertaken in the last 12 months, linked to the Apprenticeship standard. Please provide specific examples; work role, job shadowing, courses, industry experience	Apprenticeship Standard to which this relates	What did you learn from this?  How has the activity benefitted your understanding?	Possible application of this knowledge gained to your role?
13/01/2025 15/01/2025	Shadowing a training session. Helped with problems Set up before arrival of students	K4/K13 S18	<p>Issue arose with computers, rather than finding a solution then and there and letting students wait they were sent off. I assume this was 1. Due to time restraints/availability of officers. 2. An unknown issue, meaning an unknown time delay.</p> <p>On the second day, computers were fixed and they continued where they left off. A combination of simulation software, videos, talking were done to facilitate learning. Within the simulation tasks, a task was given where they can mess around, shoot each other in game, drive cars, etc. This was done to help them get a feel of the controls as well as reduce the urge to fidget during the actual training task. It also helps confirm everything is working and allows time if</p>	<p>Do a test run/check the day before.</p> <p>Planning tasks around the basic human nature that is to fidget and mess around can be advantageous in keeping focus for the more important tasks (at least in the case of simulation software)</p> <p>Information heavy parts are better taught by a combination of videos and talking. Where as more action or skill based learning may be better through drills or simulation.</p> <p>Know your audience, a friendly joking tone may go down better than stern, in terms of getting the desired behaviours.</p>

			<p>any one is having computer issues.</p> <p>One thing I found particularly interesting was the flexibility expected. Due to a change in schedule the officers had already completed the task in real life before doing the simulation, which pretty much made the task mute. They therefore ended up skipping the final task and opted for the videos and talking only.</p> <p>Another thing is the importance of checking things are running correctly the day before. I also realise that you aren't always going to have the answer to every question they ask. In situations like this is best to be honest and let them know the situation as opposed to pretending everything's fine and will be sorted.</p> <p>They would not really get told off for doing things like not paying attention unless it was a group wide issue like team killing(killing your own teammates) where an announcement was made to let people know that if you were standing next to someone, they were most likely on your team. The tone was friendly and joking more</p>	
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			<p>than anything.</p> <p>You are there to provide the training, and engage them as best you can, but how much they get out of it also depends on themselves.</p>	
DD/11/2024	DVS2 conference	B2/K4	<p>Learnt about the new features of the simulation software and discussed potential uses with my mentor for training. My potential uses were a bit out there and not useable nor functional. Whereas my mentors uses were relevant to the update as well as the needs of the training team.</p>	<p>Keep in mind what we have access to/the ability to create/what is available when thinking of ideas.</p>
DD/11/2024	Visiting 3D modelers for the sim software		<p>This meeting introduced me to blender, a 3D model software. The company is moving from using Oxygen to Blender for a number of reasons. Due to this meeting I am learning how to use blender myself.</p>	<p>Creating models to be used to redesign the training grounds.</p>
DD/12/2024	Meeting the rest of the L&D team. Learning what they do. Media/Scheduler/Training developer/Drone expert		<p>I got a better understanding of the different roles involved as well as the process involved in getting a training course approved.</p> <p>I got to meet the rest of the team properly speaking to them one on one and ask any questions I found relevant.</p> <p>I can see how mistakes could easily be made in the scheduling process and how a rescheduling can cause shuffling to other courses</p>	<p>Know who to go to and for what.</p>

			<p>dates.</p> <p>An issue was explained regarding a section of the course development process. Where a process usually done by the team here, was being completed by another team which was causing a break in communication. Rather than going through the people at the top to request the process be completed by the team here, the team here and the group completing the process meet up and discuss over dinner. A simple solution to something that could have soured the relationship or taken a long time to deal with by going over the other groups head to the top. A (maybe silly) reminder that, they are people too.</p>	