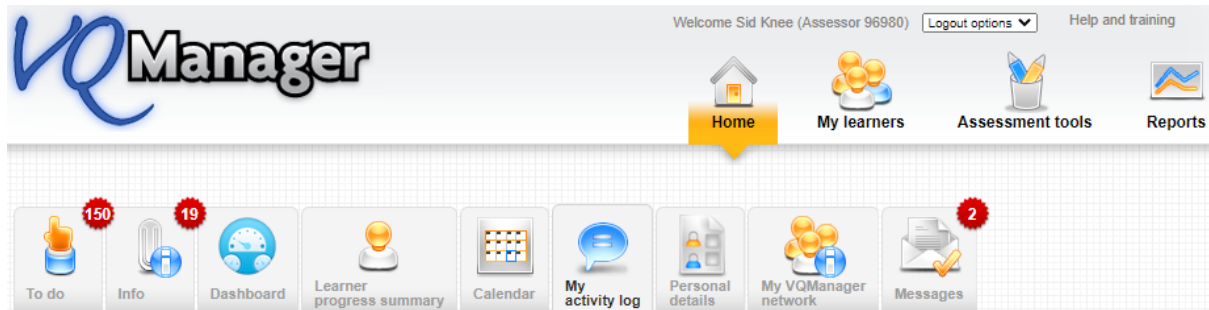


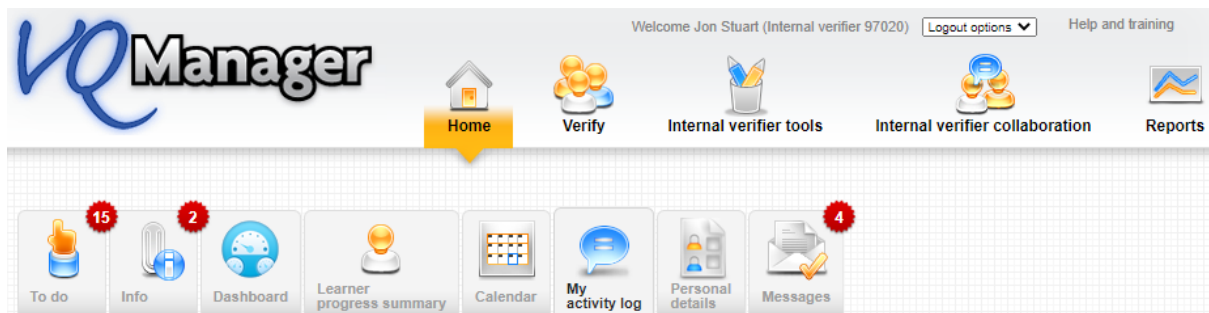
Activity Logs for Assessors and IQA/IVs

There is an Activity Log area you are able to record specific CPD items as specified by the drop down selection in the category index.

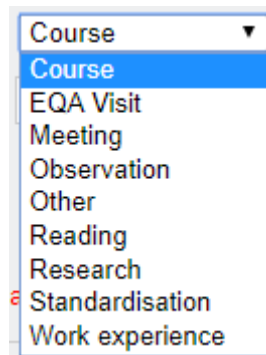
Assessor view:



IQA/IV view



Below is a list of some of the category options you might find.



You are able to create a new log any time you like by populating the **Add new log** area. Within this area you can describe any activity completed by you:

▼ Add new log

Category: 12 Week Review

Summary title: 12 Week Review

Activity date: Assessment Meeting

Activity detail: Assessment Plan

Other

Phone Call

Progress Review

► Guided learning hours

► Upload and attach files in support of this activity log

Save Cancel

You can upload any number of documents to the activity log too.

▼ Upload and attach files in support of this activity log

8 files 100 Mb total maximum

Choose File | No file chosen

Upload Files

Once saved you can view or edit any of the Activity Logs in the **Previous logs** section.

▼ Previous logs

Date logged	Activity date	Category	Summary title	Logged by	Activity detail	Attachments	
28/05/2020	01/01/2020	Course	Attended Health and Safety Course	Knee, Sid			Edit
28/05/2020	01/02/2020	Standardisation	Team Meeting	Knee, Sid			Edit
28/05/2020	01/03/2020	Research	Research Project	Knee, Sid			Edit

If you have a joint role as an assessor and an IQA/IV, then if you complete an activity which is relevant to both roles, add the activity to both profiles. Your IQA/IV can then see your activity as an assessor and the EQA/EV can see your activity as an IQA/IV.