

Team Briefs/Huddles

External Meetings

Induction – have you learnt something new?

Research for knowledge

Use of VLE

Coaching Meetings with Tutor

Examples of 20% off the Job Activities

REMEMBER:

Have you learnt a new skill relating to the standard?

The learning must be during work hours

Making a coffee and chatting to colleagues (have you learnt something new about work?)

Team Building Events

Completing reflective logs towards the standard

Events / Conferences / Webinars / Seminars

Shadowing other colleagues

TV/Radio/Media – News that may be relevant to job

1-2-1s – if there is learning