

Briefcase 4

This training log and performance review sheet can be used to help plan future training needs and how they will be delivered

Training Log

<i>Member of staff</i>	<i>Identified training need</i>	<i>Training identified</i>
HLTA	Child protection update Dyslexia support	Whole staff training 15/ 2 LA training 24/ 3
TA 1	Child protection update Synthetic phonics	Whole staff training 15/ 2 TA training (with cluster school) 16/3
TA 2	Child protection update Synthetic phonics	Whole staff training 15/ 2 TA training (with cluster school) 16/3
TA 3	Child protection update Synthetic phonics Support for EAL pupils	Whole staff training 15/ 2 TA training (with cluster school) 16/3 Mentoring from HLTA 19/ 2

Training received

1 = none 2 = less than one day 3 = 1 to 2 days 4 = more than 2 days

Use the key to complete the table

Member of staff	SEN code of practice	Differentiation	Support within the classroom	Assessment for learning	Child protection	Synthetic phonics
TA 1						
TA 2						
TA 3						
TA 4						

<i>Training Need:</i>				
<i>Individual staff</i>	<i>Training received</i>	<i>Date</i>	<i>Evaluation</i>	<i>Disseminated through...</i>

<i>Teaching Assistants (group training)</i>	<i>Training received</i>	<i>Date</i>	<i>Evaluation</i>	<i>Disseminated through...</i>

<i>Teaching Assistants (whole staff training)</i>	<i>Training received</i>	<i>Date</i>	<i>Evaluation</i>	<i>Disseminated through...</i>