

CFA GLH record of achievement template

Learner Name:

Apprenticeship:

Date Started:

	Activity Undertaken	Time Spent on-the-job	Time Spent off-the-job	Date
Induction/ERR Workbook				
1.				
2.				
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7.				
8.				
9.				
10.				
11.				

	Activity Undertaken	Time Spent on-the-job	Time Spent off-the-job	Date
NVO Qualification				
1.				
2.				
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12.				
13.				
14.				

	Activity Undertaken	Time Spent on-the-job	Time Spent off-the-job	Date
Knowledge Qualification				
1.				
2.				
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12.				
13.				
14.				

	Activity Undertaken	Time Spent on-the-job	Time Spent off-the-job	Date
Functional Skills/Key Skills				
1.				
2.				
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12.				
13.				
14.				

	Activity Undertaken	Time Spent on-the-job	Time Spent off-the-job	Date
Personal Learning & Thinking Skills				
1.				
2.				
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13.				
14.				

	Activity Undertaken	Time Spent on-the-job	Time Spent off-the-job	Date
Professional Discussion/Mentoring/One-to-One learning/Coaching/E-Learning/Meetings/Other Guided Learning				
1.				
2.				
3.				
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12.				
13.				
14.				