

# Professional Clerking Programme learning activity & hours log

Programme candidate =

Cohort =

Email =

Phone =

ACTIVITY	CONTENT	STYLE	APPROX TIME	TIME TAKEN	COMPLETE
Self-review - programme review	DfE Clerks competency framework	Online	2		
Action Plan - programme review	DfE Clerks competency framework	Online	1		
Meeting with Head & Chair (plus prep)	Self Review, Action Plan discussed	Face to Face	2		
Intro Learning Day	Self Review, Action Plan, workbooks 1-3	Face to Face	8		
Workbook 1	Implications for clerking in the maintained and academy sector	Online	3		
Impact Assessment		Online	1		
Workbook 2	Clerking in a MAT structure	Online	3		
Impact Assessment		Online	1		
Workbook 3	The professional clerk as an information provider	Online	3		
Impact Assessment		Online	1		
Progress Learning Day	Self Review, Action Plan, workbooks 4-8	Face to Face	8		
Workbook 4	Risk, compliance, effectiveness, and efficiency	Online	3		
Impact Assessment		Online	1		
Workbook 5	Conflicts of interest	Online	3		
Impact Assessment		Online	1		
Workbook 6	Assurance and prevention of fraud	Online	3		
Impact Assessment		Online	1		
Workbook 7	Recruitment and performance management	Online	3		
Impact Assessment		Online	1		
Workbook 8	Accountability to Ofsted and other external bodies	Online	3		
Impact Assessment		Online	1		
Self-review - programme review	DfE Clerks competency framework	Online	2		
Action Plan - programme review	DfE Clerks competency framework	Online	1		
Meeting with Head & Chair (plus prep)	Self Review, Action Plan discussed	Face to Face	2		
<b>TOTAL HOURS</b>			<b>58</b>	<b>0</b>	<b>0</b>