Simple learning portfolio : Qualifications

Started	Ended	What	Aim	Relevant files	Notes	Key learning
12/01/2007	12/01/2007	Part P forms seminar	Know how to complete. Obtain templates	tests.doc, AttendanceCert.pdf, jim@hotmail.co.uk	Redo tests.doc to make it work. Save first job as learning evidence.	How to explain content to client. Non-conformance tracking system.

Simple learning portfolio : Work

Started	Ended	What	Aim	Relevant files	Notes	Key learning
10/02/2007	10/02/2007	ISO9001 presentation	Brief team	ISO9001_feb07.ppt	Jo not present	Next time, fewer words on slides!

Simple learning portfolio : Life

Started	Ended	What	Aim	Relevant files	Notes	Key learning
12/01/2007	12/03/2007	Choir for Fun	Meet people	music.zip		'Italian vowels'. Warm-up arpeggios.