**CILCA Session three recap notes**

Today we covered LO8 LO21 LO22 and LO23

LO8

* This is two annotated documents – written statement of employment particulars & Equality and diversity policy. Remember to use bullet points on page 8 of your portfolio guide
* Refer to protected characteristics in your equality and diversity policy and ensure it covers all not just employees.
* <https://www.gov.uk/employment-contracts-and-conditions/written-statement-of-employment-particulars> useful website <https://www.legislation.gov.uk/ukpga/1996/18/contents>

LO21

* This is either an annotated council document eg project plan, or a written explanation (remember word count 500)
* If doing a written explanation it should be about the management process not the actual project.

LO22

* Useful resource – Being a good employer
* Remember word count 500 across 22.1 and 22.2
* This is an explanation and Professional development plan
* Don’t forget volunteers in 22.1
* Use Professional development plan template as discussed

LO23

* This is an annotated document.
* Appraisal system (links to LO22) in place for employees will address training and development needs and set annual targets