

Date	Nature of Professional Work/Task Undertaken	What skills/ competencies has this work developed?	What knowledge/ understanding have been gained developed as a result of this work?	What skills/ knowledge do you feel you need to develop?	Employer Verification
14th	<p>Strategic Planning Observations</p> <p>Erect a wind turbine . One 30 metre turbine to provide power for factory building, in the Green Belt</p>	<p>- Communication - Liaising with case officer to obtain information - telephone, email and fax. Discussions and distribute application information with county landscape team who will then make their own response</p> <p>Response letter - importance of writing clear, understandable, succinct. Style of writing - raising objections but outlining what would need to be changed in the application for it to be supported - more helpful.</p> <p>- Time management - to meet a deadline, ensuring follow up phone calls to chase extra information.</p> <p>Prepare draft letter in enough time to talk through with colleagues.</p> <p>Good relationship with case officer at Local Authority developed. Email and telephone - useful for future work.</p> <p>Leadership and mentoring - New member of the team - help with SPO's both process, admin.</p> <p>See Assessor Comment 1</p>	<p>PPS22 Renewable Energy</p> <p>Discussion and read other consultations for wind farms</p>	<p>Letter writing skills (practice)</p>	<p><i>Employer</i></p>
	<p>Dormer windows</p> <p>Shed - more than 5 meters away from the house</p>		<p>Dormer windows classification as extensions</p> <p>GPDO - not considered as extension due to distance from house</p>	<p>Practice</p> <p>DC decision making process</p>	<p><i>SPO</i></p>

5th	County Developer Contributions Meeting - take minutes	Minute taking on a subject unfamiliar	Useful partnership working group to compare experiences. Experience of meetings with unenthusiastic attendees.		Empire
	PPS25 Development and Flood Risk - read document, write report for EPPM for members information	Working to a deadline to submit report for pre agenda Analytical skills - compare the draft and final report Research skills - read planning matters paper. Report writing - specific format and style, consider past response to the draft. Concentration skills in busy office environment, reading. Information sharing with DC, they will use a copy of this report for licensing committee.	PPS25 County flood risk considerations including waste and minerals	Formatting - bullets and numbering, spacing - re read IT manual Considering documents from a County perspective - i.e. Minerals Read and coordinate response to PPS25 Companion Guide by Aug 2007	Empire
14th	Consultant meeting - Housing Land Availability Study Assessor Comment 2		Consultants way of working - how collect data with meetings at all authorities, discussions.	Networking	Empire
26th	Meeting - discuss potential options and issue for the site post Sport England	Note taking in a one on one informal meeting.	Consideration of a plan for a whole area along the river. Importance of informal meetings. Member interest in particular subjects and management of their expectations.	Networking Communication with members	Empire
31st	Planning team meeting - Chairperson	Manage meeting. Keep to agenda as far as possible in an informal meeting situation.		Develop confidence as chair in future team meetings.	Empire
	Review Log Book	Organisational - importance of regularly keeping up to date Evolution of format of record, more brief with back up notes (take less time, more efficient)		Review each month	Empire
	Strategic Flood Risk Assessment (SFRA) Consultants proposal received, comments and changes made - instructed to start - meetings 3 and 4	Analytical - identify any changes to the proposal and feed back at next meeting Communication skills - internally with DC about the scope and progress of the study		Networking Read PPS25 Companion Guide when published	Empire

Assessor Comments

Comment 1: the Licentiate provides a good description of how 'soft' skills have been developed, relating them to the particular work context. For example, some candidates have a tendency to state simply 'communication skills' as a skill developed, where often this does not give enough detail about which particular element of their communication skills have been developed, how, and why in this particular context. This candidate provides some thorough reflection on this.

Comment 2: as with the previous log book example, this entry could benefit from further detail on exactly what the Licentiate's role in the consultants' meeting was. It may be that at the start of his/her career it has been an observation role, with increased responsibility taken over the course of the Licentiate period as the Licentiate gets more involved in, for example, preparing materials, giving expert opinion, up to taking the lead on liaison with particular clients or groups. Again, this will be played out over time.

Comment 3: this log book contains a good level of detail, but the Licentiate may benefit from drawing out areas where there were particularly contentious issues to be resolved or mediated, where conflict had to be resolved, where the Licentiate had to grapple with questions of professional ethics, or indeed how a decision on an application was reached when there may have been compelling evidence in favour or against. Again, this may be played out over a longer period in the log book.