



Continuing Professional Development Record

Name:

COVERING THE PERIOD FROM:

TO:

Date Of Activity	What did you do that contributes to your CPD?	Link activity to specific objectives in your Development Plan	What did you learn from this activity that relates to some aspect of your CPD?	How would you implement this learning? Is there any further action?	Hours Recorded

Assessors/Internal Verifiers with a Vocational Qualification Appointment - Assessment Strategy Requirements

I confirm that I meet the occupational requirements of the Assessment Strategy for my area of expertise in any one academic session.

Assessor/Internal Verifier Signature:

Continuing Professional Development Record

Continuing Professional Development (CPD) is about how you use a variety of learning experiences to develop yourself professionally and personally. There is a common principle in how you approach CPD, whether you think in terms of self development or lifelong learning. It is about the learning and development that you undertake and the method you use to reflect on and record this learning.

We would remind you however that just putting evidence of attendance into a portfolio does not provide evidence of development. What we require you to do to provide this evidence is to demonstrate that you have updated and enhanced your competence, within the last year, by completing at least **2** of the following activities:

- ◆ **Shadowing** an experienced Assessor and/or Internal Verifier on **at least one** occasion
- ◆ Engaging in collaborative work for example, undertaking activities such as review and improvement of internal quality systems
- ◆ Undertaking study related to your job role

In addition please bear in mind that all Assessors and Internal Verifiers **must** have a sound working knowledge and experience of assessment.