



Exemplars

Personal Development Plan (PDP)

and

Continuing Professional Development Record (CPDR)

for

Assessors, Internal Verifiers and External Verifiers

of

Learning and Development, SVQs and stand-alone Assessor, Internal Verifier and External Verifier Units

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How to use this document

Senior external verifiers/external verifiers will have one or more of the following appointments:

- ◆ Customised Awards (CA).
- ◆ Higher National (HN).
- ◆ Vocational Qualifications (VQ).

Customised Awards (CA) remit

If you have a Customised Award (CA) remit only, please refer to the William Morrison's exemplar if your customised award is made up predominantly of HN Units.

If you have a Customised Award (CA) remit only, please refer to the William Morrison's exemplar if your customised award is made up predominantly of VQ Units.

Higher National (HN) remit

If you have a Higher National (HN) remit only, please refer to the William Morrison's exemplar.

Vocational Qualifications (VQ) remit

If you have a Vocational Qualifications (VQ) remit only, please refer to the Michelle Currie's exemplar.

Higher National (HN) and Vocational Qualifications (VQ) remit

If you have a Higher National (HN) and Vocational Qualifications (VQ) remit, please refer to the William Morrison and Michelle Currie exemplars.



Michelle Currie — Learning and Development Exemplar — VQ

Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) — Exemplification

This is Michelle's Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR). Michelle holds the following post within SQA:

- ◆ Senior External Verifier.

Michelle is Senior External Verifier the following verification group:

- ◆ Learning and Development (242) — VQ.

Exemplar — In this instance, Michelle is an SEV covering one verification group within SQA.

Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) for assessors, internal verifiers and external verifiers of Learning and Development SVQs and stand-alone assessor, internal verifier and external verifier units

Personal details

Name:	Michelle Currie
National Insurance Number:	VB4832647A*
Covering period from:	1 August 2021
Covering period to:	30 June 2022

Auditable requirements

Occupational or Registrable qualifications	MSc in Human Resources Management Post Graduate Diploma in Human Resources Management BA (Hons) in Business Studies SVQ in Learning and Development — Level 4
Date obtained:	2000, 1998, 1996, 2009

Teaching qualifications	Not applicable
Date obtained:	Not applicable

Assessing qualification(s)	Assess Learner Performance — B2WH 04 Assess Learner Using Differing Sources of Evidence — B2WJ 04
Date obtained:	1998, 1998

Internal verifier qualification(s)	Internally Verify the Assessment Process (Unit) — B08W 04
Date Obtained:	1999

External verifier qualification(s)	Externally Monitor and Maintain the Quality of Workplace Assessment — FD44 04
Date obtained:	2018

*The National Insurance Number quoted is fictitious

Personal Development Plan (PDP)

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or 'more of the same').

Stage 1 What do I want/need to learn and why?	Stage 2 What will I do to achieve this?	Stage 3 What resources or support will I need?	Stage 4 What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Stage 5 Target dates for review and completion
<p>Develop role of external verifier for Learning and Development (Verification Group 242) with SQA.</p> <p>This will also help in my role in full time employment as Lead internal Verifier for Management and Learning and Development Awards.</p>	<p>Attend induction.</p> <p>Complete online course requirements.</p> <p>Attend EV Standardisation meetings.</p> <p>Shadow SEV.</p> <p>Review Guidance on SQA website.</p> <p>Gain an understanding of SQA systems and procedures, effectively using operating systems and creating plans and reports in accordance with guidance.</p>	<p>Shadow SEV and take on board feedback.</p> <p>Complete double bank visit with SEV (take on board feedback).</p> <p>Successfully complete visit plans and reports (taking on board feedback).</p> <p>Work with other EVs accepting support and advice where required.</p>	<p>Successful completion of first EV Visits for L&D with SQA.</p> <p>Receive positive feedback from SEV/EVs and centres with whom I work.</p>	<p>30 June 2022</p>

Personal Development Plan (PDP)

Stage 1 What do I want/need to learn and why?	Stage 2 What will I do to achieve this?	Stage 3 What resources or support will I need?	Stage 4 What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Stage 5 Target dates for review and completion
Further develop role as Associate Lecturer with the Open University in Assessment and Delivery of the Leadership, Management and Care Module (K313).	<p>Continue to work with Scotland's Management Team ensure successful completion by students.</p> <p>Work with other ALs, using the Tutor Forum to a greater degree and working with monitors to effectively implement suggested feedback.</p> <p>Work with students to ensure successful completion of the module and deliver effective tutorials, meeting student's requirements.</p>	<p>Support from other ALs and Health and Social Care Management Team</p> <p>Effective use of resource materials to deliver support to students.</p>	<p>Positive feedback from students, monitoring of work marked ad management team within the faculty.</p>	<p>30 June 2022</p>

Continuing Professional Development Record for assessors, internal verifiers and external verifiers of Learning and Development SVQs and stand-alone assessor, internal verifier and external verifier units

1 Identify what you need to know or do to keep your practice up-to-date.

Date of activity	Identify own current performance requirements	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		In my role as a Senior Learning and Development Officer within the Health and Social Care Sector, I am continually required to reflect on the design, delivery and review of learning programmes but also Internal Verifier and Assessor of SVQ Qualifications.	4 hours per week

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD		Occupational CPD	X
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1 Identify what you need to know or do to keep your practice up-to-date.

Date of activity	Identifying trends and developments relevant to your skills, knowledge and practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2021		<p>In my role as a Senior Learning and Development Officer within the Health and Social Care Sector, I designed, delivered and reviewed programmes internally on an ongoing basis.</p> <p>I kept myself up-to-date with the current requirements as an assessor, internal verifier and external verifier.</p>	4 hours per week

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD	X	Occupational CPD	
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1 Identify what you need to know or do to keep your practice up-to-date.

Date of activity	Identify and critically reflect on own beliefs and attitudes and how these influence your own practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>In my role as a Senior Learning and Development Officer within the Health and Social Care Sector, I am continually required to reflect on my own beliefs and attitudes in both the design, delivery and review of learning programmes but also internal verifier and assessor of SVQ qualifications.</p> <p>In my role as SQA External Verifier, I must ensure that a minimum standard is applied within centres and that centres may take different approaches in achieving the desired outcome. This may not be to the standard that would apply within my own centre of with learners with whom I work however, recognition that SQA requirements are being met.</p>	4 to 6 hours per week

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD	X	Occupational CPD	X
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2 Find out about your current levels of performance.

Date of activity	Seek feedback, collect information and reflect this against your own performance	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		I do seek feedback on my performance within my work role in terms of delivery and evaluation of training programmes I have designed and delivered and also SVQ learners being taken through their award. This is achieved by completion of evaluation forms.	6 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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Date of activity	Assess the extent of your own practice is inclusive and how well you promote equality and diversity	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		In terms of being inclusive and ensuring equality my role in full time work requires transparency and equality in terms of selection and access to learning and development opportunities. My role as an Associate Lecturer with the Open University (OU) requires me to apply assessment criteria fairly and equally. This is monitored by a Monitor appointed to me by the OU.	6 hours per month

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD		External verifier CPD		Occupational CPD	
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2 Find out about your current levels of performance.

Date of activity	Review and evaluate your own skills, knowledge and practice against available information	Possible sources of evidence	Insert the number of CPD hours completed
1 August 2021 to 30 June 2021		In my role as Senior External Verifier, I have sought feedback from the Deputy Lead Verifier and taken on board this feedback, implementing learning as I progress undertaking Qualifications Verifications visits.	4 to 6 hours — over the duration of the session

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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3 Plan your future CPD requirements.

Date of activity	Prioritise areas for development and plan how learning and development will be achieved	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>In terms of informing individuals and using appropriate systems to report and address factors that might impact negatively on my practice, I would speak to my own line manager in my workplace — examples could be:</p> <ul style="list-style-type: none"> ◆ Low attendance on training programmes. ◆ Workplace assessors not providing support required. ◆ Problems in working with learners from other authorities. 	4 to 6 hours per month

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD	X	Occupational CPD	X
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3 Plan your future CPD requirements.

Date of activity	Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>In terms of the OU, I would inform management of the faculty in Scotland of various problems:</p> <ul style="list-style-type: none"> ◆ Students problems. ◆ Difficulty in accessing OU systems. ◆ Lack of clarity in OU assessment guidance. <p>In terms of my role as external verifier, I have sought various different areas of advice from my Senior EV, eg:</p> <ul style="list-style-type: none"> ◆ Review of evidence via e portfolio highlighting issues. ◆ Centres not providing information required. ◆ Centres not working with SQA paperwork. 	4 to 6 hours per month

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD	X	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
19 February 2022		<ul style="list-style-type: none"> ◆ Chair Management award standardisation as Lead Internal Verifier. ◆ Develop the centre in line SQA requirements and support assessors and internal verifiers for the award. ◆ Particular areas of the award were explored and decisions agreed and noted. ◆ Working towards all stakeholders, ie learners, assessors and internal verifiers understanding the standards and how these should be applied consistently. 	3 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
30 March 2022		<ul style="list-style-type: none"> ◆ K313 Tutorial Review TMA 05. ◆ Provided clarity to students re: exam question and motivation as last TMA. ◆ Provide appropriate advice and guidance to students regarding TMA05. ◆ Managers desk activities and managers toolkit concept. ◆ In my role as associate lecturer to provide advice and assistance prior to submission of TMA. ◆ Also underpinning knowledge in delivery of SVQ Management. 	4 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD		External verifier CPD		Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
19 March 2022		<ul style="list-style-type: none"> ◆ L&D EV Standardisation Meeting. ◆ Develop and review understanding of SQA policies and procedures in relation to the EV Role. ◆ Discussion with other EVs, SEV Update, QV Standardisation discussions. Review of HN Unit for 'Training for Trainers' discussed, discussion on e-portfolios and the role of EV. ◆ Within my EV role and delivery of awards. ◆ Also, role of training provider and possible development of 'Training for Trainers' course in house. ◆ I will continue to review updates and guidance issued by SEV. ◆ Also, in working towards L&D12. 	5 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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4 Record your CPD to date and identify any further actions.

Date of activity	Keep records of own actions, development plans and progress, use them to support and inform on-going reflective practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
30 November 2021		<ul style="list-style-type: none"> ◆ Management award meeting. ◆ Ensure standardised approach to assessment and verification. ◆ Discussion of how award could be cascaded and current updates on learners. 	3 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD		Occupational CPD	
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Date of activity	Keep records of own actions, development plans and progress, use them to support and inform on-going reflective practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
18 November 2021		<ul style="list-style-type: none"> ◆ K313 Tutorial TMA03. ◆ Providing clarity on topics of workplace identity and quality within a Health and Social Care sector. ◆ Ensure students can complete TMA assignment as required. ◆ In my role as Associate Lecturer to provide advice and assistance prior to submission of TMA. ◆ Also underpinning knowledge in delivery of SVQ Management. 	4 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD		External verifier CPD		Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Keep records of own actions, development plans and progress, use them to support and inform on-going reflective practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
25 September 2021		<ul style="list-style-type: none"> ◆ Review of SQA Learning and Development Documents Prior to Role of EV. ◆ FAQ on assessor/verifier provision. ◆ Review of Guide to Assessment. ◆ Review of Guide to Choosing Appropriate Assessor and Verifier Qualifications. ◆ 2012 and 2013 Internal Assessment reports. ◆ CPD Toolkits completed previously and SQA. ◆ This provided an excellent overview of all resource materials, with a view to carry out role of External Verifier. It also, helped in role within Glasgow City Council. ◆ In my role as External Verifier. ◆ Also, in working towards L&D12. 	2 hours per week

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
24 April 2022		<ul style="list-style-type: none"> ◆ Chair Management Award Standardisation as Lead IV. ◆ Develop the centre in line with SQA requirements and support assessors and verifiers for the award. ◆ Particular areas of the award were explored and decisions agreed noted in the decision log. ◆ Working towards all stakeholders, ie learners, assessors and verifiers understanding the standards and how these should be applied consistently. ◆ Raise standard agenda items and stimulate discussion to ensure that all parties understand application. 	3 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD		Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
17 June 2022		<ul style="list-style-type: none"> ◆ OU Briefing for Potential Students on K313 Module. ◆ Intake 2019/2020. ◆ Knowledge of potential group help inform information provide. ◆ Develop resources appropriate to target group on next intake. ◆ Use knowledge to provide appropriate information to group. 	4 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD		External verifier CPD		Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
25 February 2022		<ul style="list-style-type: none"> ◆ Shadow EV Visit with Lead EV L&D. ◆ This provided a clear overview of all aspects of the visit and enabled me to observe and reflect prior to undertaking visit on my own. ◆ I was able to get a clear understanding of the pre planning work, visit plan content visit programme and completing the visit report. This was great as SEV carried out the visit therefore I was able to gain a clear vision of what should be carried out at all stages. ◆ In my role as External Verifier I am able to reflect on this initial shadow visit and develop the 'best practice' approach observed. 	6 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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4 Record your CPD to date and identify any further actions.

Date of activity	Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to all concerned	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
26 May 2022		<ul style="list-style-type: none"> ◆ Attended Focus Group on Organisational Culture. ◆ Maintain general updates on management issues across organisation. ◆ Overview of culture prevalent within various Council departments. ◆ Assists in delivery of management qualifications — K313 and SVQ level 4 in Management. 	4 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD		External verifier CPD		Occupational CPD	X
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Date of activity	Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to all concerned	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
11 May 2022		<ul style="list-style-type: none"> ◆ K313 Tutorial Review 'Past Papers'. ◆ Providing clarity to students on course requirements. ◆ Good overview of previous questions and discussion with group re potential exam questions and how to perhaps structure answers. ◆ In my role as associate lecturer to provide advice and assistance prior to exams. 	4 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD		External verifier CPD		Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to all concerned	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
26 May 2022		<ul style="list-style-type: none"> ◆ L&D EV Visit MAS. ◆ This is the first EV completed on my own. Links to role as L&D EV. ◆ Developed my role as EV and carried out visit well with good feedback and request for development visit as feedback. Developed confidence in role and sought clarity from SEV during visit. ◆ Within my EV role and delivery of awards. ◆ Also in working towards L&D12. 	6 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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Remember to link actions identified in Stages 1 and 2 to Stages 3 and 4

Assessment strategy requirement — Assessors/lecturers with a vocational qualification remit	
Please tick the box to confirm that you meet the occupational requirements of the assessment strategy for your area of expertise in any one academic session.	X

Assessment strategy requirement — Internal verifiers with a vocational qualification remit	
Please tick the box to confirm that you meet the occupational requirements of the assessment strategy for your area of expertise in any one academic session.	X

Assessment strategy requirement — External verifiers with a vocational qualification remit	
Please tick the box to confirm that you meet the occupational requirements of the assessment strategy for your area of expertise in any one academic session.	X

External verifier's signature: Michelle Currie **Date:** 18 June 2022



William Morrison — Learning and Development Exemplar — Customised Awards, HN and VQ

Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) — Exemplification

This is William's Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR). William holds the following posts within SQA:

- ◆ Senior External Verifier.
- ◆ External Verifier.

William is Senior External Verifier the following verification group:

- ◆ SVQ Retailing (72) — Customised and SVQ remit.

William is an External Verifier the following verification groups:

- ◆ Customer Service (297) — HN, NQ, VQ.
- ◆ Learning and Development (242) — HN, VQ.
- ◆ Learning and Development (on-line delivery) (362) — HN.
- ◆ Ofqual Customer Service (475) — HN.
- ◆ Ofqual Justice Services (421) — Customised.
- ◆ Ofqual Learning and Development (486) — Customised.
- ◆ SVQ Warehousing and Distribution (69) — Customised, VQ.

Exemplar — In this instance, William is an experienced SEV and EV covering eight verification groups within SQA.

Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) for assessors, internal verifiers and external verifiers of Learning and Development SVQs and stand-alone assessor, internal verifier and external verifier units

Personal details

Name:	William Morrison
National Insurance Number:	AC457196D*
Covering period from:	1 August 2021
Covering period to:	30 June 2022

Auditable requirements

Occupational or Registrable qualifications	Diploma in e-Learning Skills, awarded by Institute of IT Training
Date obtained:	29 March 2005

Teaching qualifications	Not applicable
Date obtained:	Not applicable

Assessing qualification(s)	Assess Learner Performance — B2WH 04 — (D32) Assess Learner Using Differing Sources of Evidence — B2WJ 04 — (D33)
Date obtained:	1995, 1995

Internal verifier qualification(s)	Internally Verify the Assessment Process (Unit) — B08W 04 — (D34)
Date Obtained:	2000

External verifier qualification(s)	Externally Verify the Assessment Process (Unit) — B59N 04 Conduct External Quality Assurance of the Assessment Process (Unit) — D94N 04
Date obtained:	April 2004, November 2012

*The National Insurance Number quoted is fictitious

Personal Development Plan (PDP)

Planned outcome

Where do I want to be by the end of this period? What do I want to be doing? (This may be evolutionary or 'more of the same').

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
What do I want/need to learn and why?	What will I do to achieve this?	What resources or support will I need?	What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Target dates for review and completion
As EV: Keep up-to-date with new SQA ICT systems.	<ul style="list-style-type: none"> ◆ Check all e-mails from SQA officials. Undertake training as required. 	<ul style="list-style-type: none"> ◆ Training in new ICT system (AOS) once it is introduced. 	<ul style="list-style-type: none"> ◆ Able to use new system effectively. Positive feedback from officers and centres. 	30 June 2022
Verification Groups 297 and 475 Maintain occupational expertise in Customer Service and Ofqual Customer Service.	<ul style="list-style-type: none"> ◆ Attend group standardisation meeting. ◆ Review Internal Assessment report from last session. 	<ul style="list-style-type: none"> ◆ Standardisation meeting papers and minutes. ◆ Access to IA reports on SQA website. ◆ Support from team by e-mail. ◆ Information from update sessions and/or team meetings. ◆ Information gathered from visits carried out this year. 	<ul style="list-style-type: none"> ◆ Feeling of confidence in giving advice to centres. Positive feedback from centres and colleagues. 	30 June 2022

Personal Development Plan (PDP)

Stage 1 What do I want/need to learn and why?	Stage 2 What will I do to achieve this?	Stage 3 What resources or support will I need?	Stage 4 What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Stage 5 Target dates for review and completion
Verification Groups 242, 362 and 486 Maintain occupational expertise in Learning and Development, Learning and Development (on-line delivery) and Ofqual Learning and Development.	<ul style="list-style-type: none"> ◆ Attend group standardisation meeting. ◆ Review internal Assessment report from last session. 	<ul style="list-style-type: none"> ◆ Standardisation meeting papers and minutes. ◆ Access to IA reports on SQA website. ◆ Support from team by e-mail. ◆ Information from update sessions and/or team meetings. ◆ Information gathered from visits carried out this year. 	<ul style="list-style-type: none"> ◆ Feeling of confidence in giving advice to centres. Positive feedback from centres and colleagues. 	30 June 2022
Plan to update my assessor and internal verifier qualifications to the current national unit requirements.	<ul style="list-style-type: none"> ◆ I will do this by using the Recognition of Prior Learning route that SQA has provided. 	<ul style="list-style-type: none"> ◆ Centre staff, where RPL in undertaken. 	<ul style="list-style-type: none"> ◆ Gaining updated certification as an assessor and internal verifier. 	1 August 2021 to 14 December 2021

Personal Development Plan (PDP)

Stage 1 What do I want/need to learn and why?	Stage 2 What will I do to achieve this?	Stage 3 What resources or support will I need?	Stage 4 What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Stage 5 Target dates for review and completion
Verification Group 421 Maintain occupational expertise in Ofqual Justice Services.	<ul style="list-style-type: none"> ◆ Attend group standardisation meeting. ◆ Review internal assessment report from last session. 	<ul style="list-style-type: none"> ◆ Standardisation meeting papers and minutes. ◆ Access to IA reports on SQA website. ◆ Support from team by e-mail. ◆ Information from update sessions and/or team meetings. ◆ Information gathered from visits carried out this year. 	<ul style="list-style-type: none"> ◆ Feeling of confidence in giving advice to centres. Positive feedback from centres and colleagues. 	30 June 2022

Personal Development Plan (PDP)

Stage 1 What do I want/need to learn and why?	Stage 2 What will I do to achieve this?	Stage 3 What resources or support will I need?	Stage 4 What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Stage 5 Target dates for review and completion
Verification Group 69 Maintain occupational expertise in SVQ Warehousing and Distribution.	<ul style="list-style-type: none"> ◆ Attend group standardisation meeting. ◆ Review internal assessment report from last session. 	<ul style="list-style-type: none"> ◆ Standardisation meeting papers and minutes. ◆ Access to IA reports on SQA website. ◆ Support from team by e-mail. ◆ Information from update sessions and/or team meetings. ◆ Information gathered from visits carried out this year. 	<ul style="list-style-type: none"> ◆ Feeling of confidence in giving advice to centres. Positive feedback from centres and colleagues. 	30 June 2022

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Stage 1 What do I want/need to learn and why?	Stage 2 What will I do to achieve this?	Stage 3 What resources or support will I need?	Stage 4 What will my success criteria be? (How have I implemented my learning and what impact has this had at work/outside work)?	Stage 5 Target dates for review and completion
As SEV: Verification Group 72 Maintain occupational expertise in SVQ Retailing.	<ul style="list-style-type: none"> ◆ Lead standardisation meeting. ◆ Review content for Internal Assessment report for this session. 	<ul style="list-style-type: none"> ◆ Standardisation meeting papers and minutes. ◆ Access to IA reports on SQA website. ◆ Support team by e-mail. ◆ Information from update sessions and/or team meetings. ◆ Information gathered from visits carried out this year. 	<ul style="list-style-type: none"> ◆ Feeling of confidence in giving advice to centres. Positive feedback from centres and colleagues. 	30 June 2022

Continuing Professional Development Record for assessors, internal verifiers and external verifiers of Learning and Development SVQs and stand-alone assessor, internal verifier and external verifier units

1 Identify what you need to know or do to keep your practice up-to-date.

Date of activity	Identify own current performance requirements	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
11 August 2021 to 31 August 2021		I attended a Senior EV update at SQA which enabled me to update my knowledge of the SEV role and also to identify any performance requirements which might relate to my own current performance as SEV for Retail SVQs, EV for Learning and Development HN and SVQ Units, EV for Customer Service and HN Units and EV for Warehousing and Storage SVQ Units.	20 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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1 Identify what you need to know or do to keep your practice up-to-date.

Date of activity	Identifying trends and developments relevant to your skills, knowledge and practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
11 August 2021		<p>I attended a Senior EV update at SQA and received information relating to changes to SQA's quality assurance requirements for session 2016/2017 and which would impact on all of my EV roles and qualification sectors.</p> <p>Developments identified included changes to report writing and recording of team performance on SQA QASP report. The changes were relevant to both HN and SVQ Units.</p>	7 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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1 Identify what you need to know or do to keep your practice up-to-date.

Date of activity	Identify and critically reflect on own beliefs and attitudes and how these influence your own practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
11 August 2021		<p>As a Senior EV, and as part of EV teams for other qualifications, I have a responsibility to ensure that SQA's values are upheld and implemented.</p> <p>These values are 'Trusted', 'Progressive' and 'Enabling' and I apply these values to my role within SQA, with my colleagues and also when dealing with centres.</p>	<p>12 hours minimum. Covered on every SQA External Verification visit carried out during the academic session.</p>

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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2 Find out about your current levels of performance.

Date of activity	Seek feedback, collect information and reflect this against your own performance	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>I received feedback on my performance from the Senior EVs that I report to for Learning and Development, Customer Service and Warehousing and Storage SVQ and HN Units.</p> <p>I received feedback following submission of reports following a qualification verification visit to China in October 2016 for Customer Service and feedback was received following submission of qualification verification reports for Learning and development centres.</p> <p>I also receive feedback from qualification managers at SQA who consistently confirm that reports that I submit are accurate and complete.</p>	4 hours across all occupations

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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2 Find out about your current levels of performance.

Date of activity	Assess the extent of your own practice is inclusive and how well you promote equality and diversity	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>I follow the SQA guidance for preparing for, planning and carrying out my external verifier role. This includes the use of a standard introduction email, use of the information request form which is sent to all centres, use of the SQA visit plan document and the completion of the external quality assurance visit report.</p> <p>I include a rationale for sampling in every EV visit plan that I send to centres and the sample requested is based on information provided by the centre and takes account of learner progress, learner location and assessors and internal verifiers involved.</p>	2 hours per visit

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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2 Find out about your current levels of performance.

Date of activity	Review and evaluate your own skills, knowledge and practice against available information	Possible sources of evidence	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		I have completed the SQA CPD toolkit for assessors and internal verifiers to show how I have updated my assessor and internal verifier practice to be in line with current unit requirements. I also attend regular SQA EV updates for each cognate group that I represent which include standardisation activities for both SVQ and HN Units.	6 hours minimum over a 10 month period

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD		Occupational CPD	
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3 Plan your future CPD requirements.

Date of activity	Prioritise areas for development and plan how learning and development will be achieved	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		I plan to update my assessor and internal verifier units to the current national unit requirements. I will do this by using the recognition of prior learning route that SQA has provided.	3 hrs per month over a 10 month period

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD		Occupational CPD	
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Date of activity	Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		I am in regular contact with my Senior EV for Learning and Development SVQs and also with qualification managers at SQA. I will report any factors that might impact negatively on my practice to my Senior EV and/or SQA Qualification Managers, eg difficulty in making quality assurance decisions or difficulty in making contact with centres.	4 hours over the academic session

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		I have attended SQA EV updates for Learning and Development, Retailing, Customer Service and Warehousing and Storage qualifications. Each of these events included standardisation activities relating to both SVQ and HN qualifications.	36 hours over a 10 month period

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
27 February 2022		<p>I attended a unit writing session at SQA. The unit writing session introduced me to the new SQA online template which will be used in future for all unit development materials.</p> <p>I learned how to access the template from a new portal and how to review and update any new content before submitting to SQA for vetting.</p> <p>I am currently engaged in reviewing an assessment support pack for a Skills for Work Retail unit and I will apply these new skills when developing content for submission to SQA.</p>	6 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
2 to 4 March 2022		<p>I planned, delivered and evaluated a training session for HN assessor and IV Units.</p> <p>This activity helped to maintain my training skills as required by the Learning and Development Assessment Strategy.</p> <p>I learned from this activity how to further engage with trainees during a training session by using questions to review the trainees knowledge and understanding of the assessment and IV processes. Evaluation confirmed that the trainees had gained understanding as a result of this exercise.</p> <p>I will implement this activity in any future similar training sessions.</p>	18 hours

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	X
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4 Record your CPD to date and identify any further actions.

Date of activity	Keep records of own actions, development plans and progress, use them to support and inform on-going reflective practice	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>I complete my CPD record on an ongoing basis, starting in August 2018 and finishing in June/July 2019. My CPD record will contain activities which contribute to the development of my EV, assessor and internal verifier practice to ensure that practice in each case is in line with the national occupational standards.</p> <p>To date I have logged activities including attendance at SQA EV annual updates, standardisation meetings and unit writing events.</p>	3 to 4 hours over the academic session

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD	X	Internal verifier CPD	X	External verifier CPD	X	Occupational CPD	
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4 Record your CPD to date and identify any further actions.

Date of activity	Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		<p>I have implemented knowledge received during SQA annual EV updates to improve my report writing and to date have received positive feedback on the content of my EV reports.</p> <p>I have also completed standardisation activities with all of the cognate groups that I'm involved with to help ensure consistency of my practice with other colleagues.</p>	36 hours over a 10 month period

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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4 Record your CPD to date and identify any further actions.

Date of activity	Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to all concerned	What did you do that contributed to your CPD?	Insert the number of CPD hours completed
1 August 2021 to 30 June 2022		I have used knowledge and skills gained from my SQA Senior EV update to inform my team of changes to quality assurance requirements for 2021/2022 and also implemented these changes in to my own practice.	36 hours over a 10 month period

Please select what role(s) you undertook for this entry.

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD	X	Occupational CPD	
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Remember to link actions identified in Stages 1 and 2 to Stages 3 and 4

Assessment strategy requirement — Assessors/lecturers with a vocational qualification remit	
Please tick the box to confirm that you meet the occupational requirements of the assessment strategy for your area of expertise in any one academic session.	X

Assessment strategy requirement — Internal verifiers with a vocational qualification remit	
Please tick the box to confirm that you meet the occupational requirements of the assessment strategy for your area of expertise in any one academic session.	X

Assessment strategy requirement — External verifiers with a vocational qualification remit	
Please tick the box to confirm that you meet the occupational requirements of the assessment strategy for your area of expertise in any one academic session.	X

External verifier's signature: William Morrison **Date:** 20 June 2022