

# Continuing Professional Development (CPD) Record

## Guidance and templates for assessors and verifiers of Learning and Development (L&D) SVQs and the stand-alone assessor and verifier units

The following guidance and templates have been developed to help you as assessors or verifiers identify and put forward CPD evidence that shows you are working in line with the with the SVQ unit: J8RY 04; Reflect on, Develop and Maintain Own Skills and Practice in Learning and Development (CLDLD10). This is a requirement of the Learning and Development Assessment Strategy 2024.

## Guidance

On pages 2, 3 and 4 you will find guidance in terms of possible sources of evidence for each CPD stage. This is not a prescriptive or exhaustive list. The sequential stages of CPD are:

* Identify what you need to know or do to keep your practice up to date.
* Find out about your current levels of performance
* Plan your future CPD requirements
* Record your CPD to date and identify any further actions.

The CPD Recording Template on pages 5, 6, 7, and 8 will provide you with a recording format to assist with planning and recording your actual CPD activities.

| Stage of CPD:1. Identify what you need to know or do to keep your practice up to date: | Possible sources of evidence |
| --- | --- |
| * Identify current performance requirements relevant to your practice.
 | * Requirements can be found in: Job Descriptions orRole Profiles, Performance Indicators, Assessment Strategies, National Occupational Standards or Awarding Body Requirements.
 |
| * Identify trends and developments relevant to your own skills, knowledge and practice.
 | * Keeping up to date with new standards in Learning and Development, assessment and/or verification by researching professional body websites; attending update events or discussions with colleagues.
 |

| Stage of CPD:2. Find out about your current levels of performance: | Possible sources of evidence |
| --- | --- |
| * Identify and critically reflect on how own beliefs and attitudes influence your own practice.
 | * What are the beliefs and attitudes you consider important for you to do your job well? Compare this against your organisation’s Values and Beliefs — how do you measure up?
 |
| * Seek feedback, collect information and continually reflect on own performance.
 | * Information could come from: Internal and External Verification Records, annual appraisal record, centre feedback, colleague or manager feedback, course satisfaction reviews or candidate feedback.
 |
| * Assess the extent to which own practice is inclusive and promotes equality and diversity.
 | * How well do you apply your organisation’s or centre’s equality and diversity policies and procedures? This could come from researching up to date legislation or carrying out a self-evaluation.
 |
| * Review and evaluate own skills, knowledge and practice against available information.
 | * Self-evaluation records may be used to identify areas where you have met performance requirements and listing areas where you feel further development would be beneficial. Refer to job descriptions, role profiles, performance indicators or Appraisal documentation and so on.
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| Stage of CPD:3. Plan your future CPD requirements: | Possible sources of evidence |
| --- | --- |
| * Prioritise areas for development and plan how learning and development will be achieved.
 | * Priorities could be agreed at Team and/or Review meetings, appraisals, etcetera. They may be recorded in a development plan or CPD plans or records.
 |
| * Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice.
 | * Informing could be achieved through Standardisation meetings, Staff Development meetings, course reviews, Internal Verification sessions or email communication to individuals or departments.
 |

| Stage of CPD:4. Record your CPD to date and identify any further actions: | Possible sources of evidence |
| --- | --- |
| * Access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up to date.
 | * List your development sources, that is, the intranet, attendance at Awarding Body workshops, various online forums, trade magazines, etcetera.
 |
| * Keep records of own actions, development plans and progress and use them to support and inform ongoing reflective practice.
 | * Show the CPD activities you undertake relating to all of the stages of CPD as defined in this record. Reflect on the impact CPD is having on your practice.
 |
| * Apply new knowledge and skills to consolidate learning, improve own practice and review the effectiveness of newly acquired knowledge and skills.
 | * Sources could include Annual appraisal, performance indicators, Internal and External Verification feedback, colleague and/or manager feedback, course satisfaction reviews, candidate feedback records.
 |
| * Share knowledge, skills and improvements to practice with colleagues.
 | * Standardisation meetings, Internal and External Verification sessions, staff meetings, course reviews or online forums.
 |

| This CPD Record belongs to: | Designation | Covering the period | Signature and date |
| --- | --- | --- | --- |
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| 1. Identify what you need to know or do to keep your practice up to date: | What did you do that contributed to your CPD? | Date |
| --- | --- | --- |
| * Identify current performance requirements relevant to your practice.
 |  |  |
| * Identify trends and developments relevant to own skills, knowledge and practice.
 |  |  |
| * Identify and critically reflect on how own beliefs and attitudes influence own practice.
 |  |  |

| 2. Find out about your current levels of performance: | What did you do that contributed to your CPD? | Date |
| --- | --- | --- |
| * Seek feedback, collect information and continually reflect on own performance.
 |  |  |
| * Assess the extent to which own practice is inclusive and promotes equality and diversity.
 |  |  |
| * Review and evaluate own skills, knowledge and practice against available information.
 |  |  |

| 3. Plan your future CPD requirements: | What did you do that contributed to your CPD?(Remember to link actions identified in stages 1 and 2 to stages 3 and 4) | Date |
| --- | --- | --- |
| * Prioritise areas for development and plan how learning and development will be achieved.
 |  |  |
| * Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice.
 |  |  |

| 4. Record your CPD to date, and identify any further actions: | What did you do that contributed to your CPD?(Remember to link actions identified in stages 1 and 2 to stages 3 and 4) | Date |
| --- | --- | --- |
| * Access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up to date.
 |  |  |
| * Keep records of own actions, development plans and progress and use them to support and inform ongoing reflective practice.
 |  |  |
| * Apply new knowledge and skills to consolidate learning, improve own practice and review the effectiveness of newly acquired knowledge and skills.
 |  |  |
| * Share knowledge, skills and improvements to practice with colleagues.
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