XSQA

Guidance

Personal Development Plan (PDP)

and

Continuing Professional Development Record (CPDR)

Contents

Contents

Personal Development Plan (PDP) and

Continuing Professional Development Record (CPDR) Process Map for Senior External Verifier

1   Senior External Verifier (SEV) to forward Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) submission to SQA CPDR mailbox (cpdr@sqa.org.uk) by 30 June in any given year, at the latest.

    Early CPDR submissions are encouraged and strongly advised.

    Please ensure that your PDP and CPDR is signed off prior to signing off members of your verification team.

    When returning your CPDR, please ensure that you label the subject line with: *Returning Personal Development Plan (PDP)* and *Continuing Professional Development Record (CPDR).*

2   Training and Development Manager (TDM) to check PDP and CPDR.

3   If PDP and CPDR meets the national requirements, TDM should send an acceptance e-mail to EV and notify SQA via the CPDR mailbox. One e-mail is required per person.

4   If PDP and CPDR does not yet meet national requirements TDM should review the PDP and CPDR and provide constructive comments in writing (e-mail) on what needs to be done to remedy the submission.

    A resubmission date should be agreed with the SEV.

5   SEV resubmits PDP and CPDR within the agreed timescale.

6   TDM signs off to PDP and CPDR. TDM should send an acceptance e-mail to SEV and notify SQA via the CPDR mailbox.

7   If SEV does not make a timeous resubmission, TDM should notify SQA via the CPDR mailbox. A copy of all e-mails and submissions should be filed for audit purposes.

8   If SEV does not make a PDP and CPDR submission TDM should notify SQA via the CPDR mailbox and file a copy of all written communications forwarded to the SEV.

Personal Development Plan (PDP) and

Continuing Professional Development Record (CPDR) Process Map for External Verifier

1. External Verifier (EV) to forward PDP and CPDR submission to Senior External Verifier (SEV) and SQA CPDR mailbox by 30 June in any given year, at the latest.

    Early CPDR submissions are encouraged and strongly advised.

    When returning your CPDR, please ensure that you label the subject line with: *Returning Personal Development Plan (PDP)* and *Continuing Professional Development Record (CPDR).*

2. SEV to check Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR).

3. If PDP and CPDR meets the national requirements, SEV should send an acceptance e-mail to EV and notify SQA via the CPDR mailbox (cpdr@sqa.org.uk). One e-mail is required per person.

4. If PDP and CPDR does not yet meet national requirements SEV should review the PDP and CPDR and provide constructive comments in writing (e-mail) on what needs to be done to remedy the submission.

    A resubmission date should be agreed with the EV.

5. EV resubmits PDP and CPDR within the agreed timescale.

6. SEV signs off to PDP and CPDR and advises EV of this outcome by e-mail. SEV should send an acceptance e-mail along with a copy of their PDP and CPDR to EV and notify SQA via the CPDR mailbox.

7. SEV e-mails signed off copies of their teams PDP and CPDR to CPDR mailbox.

8. If EV does not make a timeous submission or resubmission, SEV should notify SQA via the CPDR mailbox and forward a copy of all written communications forwarded to the EV.

9. If EV does not make a PDP and CPDR submission SEV should notify SQA via the CPDR mailbox and forward a copy of all written communications forwarded to the EV.

Advice for submitting your Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)

We strongly advise you to:

1
start your Personal Development Plan (PDP) early – maybe complete them at your standardisation events.

2
complete your Continuing Professional Development Record (CPDR) entries throughout the year. Your Senior External Verifier (SEV) will remind you at intervals. Please see timeline below.

3
ensure that every entry makes reference to "standardisation" or "occupational expertise" to ensure relevance.

Quality Assurance Support Pack (QASP) – Suggested Stages of Submission

External Verifier Submission Date	Description	Senior External Verifier Submission Date
8 November in any given year	**Submission of Personal Development Plan (PDP)** planned outcomes to be sent to SEV. This should include entries for occupational and standardisation activities covering all verification groups.	15 November in any given year
8 January in any given year	**Draft submission of standardisation and occupational entries on the Continuing Professional Development Record (CPDR)** to be sent to SEV covering all verification groups.	15 January in any given year
8 April in any given year	**Completed submission of all standardisation and occupational CPD entries on Continuing Professional Development Record (CPDR)** to be sent to SEV covering all verification groups.	15 April in any given year
8 July in any given year	**SEV advises if members of verification groups have met KPM 6 –** "Submit a current Personal Development Plan (PDP) and CPD record within agreed timescales where appropriate".	15 July in any given year

External Verifier Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)

Quick Guide for access to *EV PDP and CPDR*

The External Verifier Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) course can now be found on SQA's main website.

What do I have to do to join the course?

1   **Please click on the link below to access the course:**

https://www.sqa.org.uk/sqa/92059.html

Guidance

Personal Development Plan (PDP) and

Continuing Professional Development Record (CPDR)

Guidance for assessors, lecturers, internal verifiers and external verifiers

The following guidance and templates have been developed to help you as assessors, lecturers, internal verifiers and external verifiers identify and put forward CPD evidence that shows you work in line with SQA's requirements.

Personal details

On page 7 you will find guidance in terms of possible sources of evidence for each stage. This is not a prescriptive or exhaustive list.

All components of this section must be completed.

Auditable requirements

On pages 8–15 you will find guidance in terms of possible sources of evidence for each stage. This is not a prescriptive or exhaustive list.

All components of this section must be completed.

Professional Development Plan (PDP)

On pages 16–21 you will find guidance in terms of possible sources of evidence for each stage. This is not a prescriptive or exhaustive list. The sequential stages of a Professional Development Plan (PDP) are:

♦ What do I want 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 or outside of work?)

All components of this section must be completed.

Continuing Professional Development Record (CPDR)

On pages 22–26 you will find guidance in terms of possible sources of evidence for each stage. This is not a prescriptive or exhaustive list. The sequential stages of Continuing Professional Development Record (CPDR) are:

♦ Identify the date of the activity took place.
♦ What did you do that contributes to your Continuing Professional Development (CPD)?
♦ What did you learn from this activity that relates to some aspect of your Continuing Professional Development (CPD)?
♦ How would you implement this learning?
♦ Is there any further action?
♦ Advise on the number of CPD hours completed.

The CPDR recording template which accompanies this guidance will provide you with a recording format to assist with planning and recording your actual CPD activities.

All components of this section must be completed.

Appendix 1 —

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

On pages 27–31 you will find a blank template of the Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR).

Appendix 2 —

History of Changes to Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)

On pages 31–32 you will find a description of all changes to this document.

Guidance

Personal Development Plan (PDP) and

Continuing Professional Development Record (CPDR)

Personal details

Personal details	Possible sources of evidence
Name:	Please insert your first name, second name and surname.
National Insurance Number:	Please insert your National Insurance Number: This is normally nine characters long made up of three letters and six digits.
Covering period from:	This is the date that your Personal Development Plan (PDP) will commence from. For SQA's purposes, this should be from 1 August in any given year – ie the academic session that we are currently in. The "Covering Period From" and the "Covering Period To" should relate the same academic session.
Covering Period to:	This is the date that your Personal Development Plan (PDP) will reach its conclusion or expire. For SQA's purposes, this should be 30 June in any given year – ie the academic session that we are currently in. The "Covering Period From" and the "Covering Period To" should relate the same academic session.
Instruction:	All components of this section must be completed.

Auditable requirements	Possible sources of evidence
Occupational or Registrable qualifications:	Please enter your occupational and/or registrable qualification. For those with a Vocational Qualification (VQ) remit. These could be for example: ♦ SCQF level 12 — Personal Apprenticeship ♦ SCQF level 11 — Personal Apprenticeship — SVQ 5 ♦ SCQF level 10 — Personal Apprenticeship ♦ SCQF level 9 — Technical Apprenticeship — SVQ 4 ♦ SCQF level 8 — Technical Apprenticeship — SVQ 4 ♦ SCQF level 7 — Modern Apprenticeship — SVQ 3 ♦ SCQF level 6 — Modern Apprenticeship — SVQ 3 ♦ SCQF level 5 — Modern Apprenticeship — SVQ 2 ♦ SCQF level 4 — SVQ 1
Date obtained:	Please enter the month and the year you obtained your qualification(s).
Instruction:	All components of this section must be completed. If you are not in possession of an occupational or registrable qualification, please enter the phrase 'Not Applicable'.

Auditable requirements

Auditable requirements	Possible sources of evidence
Occupational or Registrable qualifications:	Please enter your occupational and/or registrable qualification. For those with a Higher National (HN) remit. Qualifications of Higher Education Institutions ♦ SCQF level 12 — Doctoral Degree ♦ SCQF level 11 — Masters Degree — Integrated Masters Degree — Post Graduate Diploma — Post Graduate Certificate ♦ SCQF level 10 — Honours Degree — Graduate Diploma — Graduate Certificate ♦ SCQF level 9 — Bachelors/Ordinary Degree — Graduate Diploma — Graduate Certificate ♦ SCQF level 8 — Diploma of Higher Education ♦ SCQF level 7 — Certificate of Higher Education
Date obtained:	Please enter the month and the year you obtained your qualification(s).
Instruction:	All components of this section must be completed. If you are not in possession of an occupational or registrable qualification, please enter the phrase 'Not Applicable'.

Auditable requirements

Auditable requirements	Possible sources of evidence
Teaching/assessing/Internal verification qualifications: ♦ **Teaching qualifications**	Below is a list of qualifications. Please enter the qualification that you are working towards or have achieved. For those with a Higher National (HN) remit. ♦ 2012 to Present — Scottish Teaching Qualification (Further Education) (TQFE) — Scottish Teaching Qualification (Secondary Education) (TQSE) **or** ♦ any predecessor qualifications
Date obtained:	Please enter the month and the year you obtained your qualification(s).
Instruction:	All components of this section must be completed. If you are not in possession of a teaching qualification, please enter the phrase 'Not Applicable'.

Auditable requirements

Auditable requirements	Possible sources of evidence

Teaching/assessing/internal verification qualifications:
 	
♦ **Assessing qualifications:**
	Below is a list of qualifications. Please enter the qualification that you are working towards or have achieved.
	
	For those with a Vocational Qualification (VQ) remit.
	
	♦ 2011 to Present
	  — Assess Workplace Competence Using Direct and Indirect Methods unit (FD41 04) — (L&D9DI)
	  — Workplace Assessment Using Direct and Indirect Methods PDA (GA2E 48)
	♦ 2010 to Present
	  — Assess Workplace Competence Using Direct Methods unit (FD40 0D) (L&D9D)
	  — Workplace Assessment Using Direct Methods PDA (GA28 47)
	♦ 2010 to Present
	  — Level 3 Certificate Assessing Vocational Achievement (GA2X 70)
	♦ 2002 to 2014
	  — Assess Candidates Using A Range of Methods unit (D94L 04) — (A1)
	  — Assessing Candidates Using A Range of Methods PDA (G7ET 15)
	♦ 2002 to 2014
	  — Assess Candidates Performance Through Observation unit (D94M 04) — (A2)
	  — Assessing Candidates Through Observation PDA (G7EV 15)
	♦ 1995 to 2015
	  — Assess Candidate Performance (B2WH 04) — (D32)
	♦ 1995 to 2014
	  — Assess Candidate Using Differing Sources of Evidence (B2WJ 04) — (D33)
	
	There are other suitable qualifications. If yours is not listed above, please enter the title of your award.

Instruction:	All components of this section must be completed. If you are not in possession of an assessor qualification, please enter the phrase 'Not Applicable'.

Auditable requirements

Auditable requirements	Possible sources of evidence

Teaching/assessing/internal verification qualifications:
 	
♦ **Assessing qualifications**
	For those with a Higher National (HN) remit.
	
	♦ 2011 to Present
	  — Conduct the Assessment Process PDA (GF8P 48)
	  — Conduct the Assessment Process unit (H290 35)
	♦ 2011 to 2014
	  — Carry Out the Assessment Process PDA (G9DA 47)
	  — Carry Out the Assessment Process unit (F7BV 34)
	♦ 2010 to Present
	  — Level 3 Award — Assessing Vocationally Related Achievement (GA2N 69)
	♦ 2008 to 2014
	  — Carry Out the Assessment Process PDA (G9DA 47)
	  — Carry Out the Assessment Process unit (F7BV 34)
	
	There are other suitable qualifications. If yours is not listed above, please enter the title of your award.

Date obtained:	Please enter the month and the year you obtained your qualification(s).
Instruction:	All components of this section must be completed. If you are not in possession of an assessor qualification, please enter the phrase 'Not Applicable'.

Auditable requirements

Auditable requirements	Possible sources of evidence

Teaching/assessing/internal verification qualifications:
 	
♦ **Internal verification qualifications:**
	Below is a list of qualifications. Please enter the qualification that you are working towards or have achieved.
	
	For those with a Vocational Qualification (VQ) remit.
	
	♦ 2011 to Present
	  — Internally Monitor and Maintain the Quality of Workplace Assessment unit (FD43 04) — (L&D11)
	  — Internal Verification of Workplace Assessment PDA (GA2F 48)
	♦ 2010 to Present
	  — Level 4 Award — The Internal Quality Assurance of the Assessment Processes and Practice (GA2P 78)
	♦ 2010 to 2018
	  — Level 4 Certificate — Leading the Internal Quality Assurance of the Assessment Processes and Practice (GA2Y 63)
	♦ 2002 to 2014
	  — Conduct Internal Quality Assurance of the Assessment Process unit (D94P 04) — (V1)
	  — Conducting Internal Quality Assurance of the Assessment Process (G7ER 15)
	♦ 1993 to 2013
	  — Internally Verify the Assessment Process unit (B08W 04) — (D34)
	
	There are other suitable qualifications. If yours is not listed above, please enter the title of your award.

Instruction:	All components of this section must be completed. If you are not in possession of an internal verifier qualification, please enter the phrase 'Not Applicable'.

Auditable requirements	Possible sources of evidence
Teaching/assessing/internal verification qualifications: ♦ **Internal verification qualifications**	For those with a Higher National (HN) remit. ♦ 2011 to Present — Conduct the Internal Verification Process PDA (GF8R 48) — Conduct the Internal Verification Process unit — (H291 35) ♦ 2010 to Present — Level 4 Award — Internal Quality Assurance of the Assessment Processes and Practice (GA2P 78) ♦ 2010 to 2018 — Level 4 Certificate — Leading the Internal Quality Assurance of Assessment Processes and Practice (GA2Y 63) ♦ 2008 to 2014 — Internally Verify the Assessment Process PDA (G9DC 48) — Internally Verify the Assessment Process unit (F7BW 37) ♦ 2008 to 2014 — Internally Verify the Assessment Process PDA (G9DC 48) — Internally Verify the Assessment Process unit (F7BW 35) There are other suitable qualifications. If yours is not listed above, please enter the title of your award.
Date obtained:	Please enter the month and the year you obtained your qualification(s).
Instruction:	All components of this section must be completed. If you are not in possession of an internal verifier qualification, please enter the phrase 'Not Applicable'.

Auditable requirements

Auditable requirements	Possible sources of evidence
External verification qualifications:	Below is a list of external verifier qualifications. Please enter the qualification that you are working towards or have achieved. For those with a Vocational Qualification (VQ) remit. ♦ 2011 to Present — Professional Development Award External Verification of Workplace Assessment PDA (GA2G 49) — Externally Monitor and Maintain the Quality of Workplace Assessment unit (FD44 04) — (L&D12) ♦ 2010 to 2016 — Level 4 Certificate — Externally Assure the Quality of Assessment (FD4F 63) ♦ 2002 to 2014 — Conducting External Quality Assurance of the Assessment Process PDA (G7EP 15) — Conduct External Quality Assurance of the Assessment Process unit (D94N 04) — (V2) ♦ 1997 to 2013 — Certificate External Verifiers (G2NW 15) — Externally Verify the Assessment Process unit (B59N 04) — (D35) — Certificate External Verifiers (G2NN 15) ♦ 1994 to 2013 — Verify the Assessment Process unit (B062 04) — (D35) For those with a Higher National (HN) remit. ♦ 2015 to Present — Conduct External Verification of the Assessment Process unit (H7VG 36) ♦ 2011-2016 — Externally Verify the Assessment Process in Non-Workplace Contexts unit (FX33 36) There are other suitable qualifications. If yours is not listed above, please enter the title of your award.
Date obtained:	Please enter the month and the year you obtained your qualification(s).
Instruction:	All components of this section must be completed.

Personal Development Plan (PDP)

External verifiers — First year of appointment Number of entries required:	There are a minimum of three entries that should be included in your first year as a Senior External Verifier/External Verifier: ♦ One entry advising how you want to keep your occupational expertise/subject knowledge up-to-date. ♦ One entry advising how you plan to standardise with your senior external verifier/external verifier hat on. ♦ One entry advising that you understand and are working to national standards for your external verifier qualification. This applies to those with a Customised Award (CA), Higher National (HN) and Vocational Qualification (VQ) remit. ♦ Please ensure that your PDP covers all of the verification groups that you have been appointed to.

Personal Development Plan (PDP)	

Experienced senior external verifiers/external verifiers re-appointed in the current academic session **Number of entries required**	There are a minimum of two that should be included year on year, as a senior external verifier/external verifier: ♦ One entry advising how you want to keep your occupational expertise/subject knowledge up-to-date. ♦ One entry advising how you plan to standardise with your senior external verifier/external verifier hat on. ♦ Please ensure that your PDP covers all of the verification groups that you have been appointed to. Periodically, you will have to include and additional entry. This will only happen when the national standards for your external verifier qualification have been revised/updated. In this instance, you will be required to add: ♦ One entry advising that you understand and are working to the revised national standards for your external verifier qualification. This applies to those with a Customised Award (CA), Higher National (HN) and Vocational Qualification (VQ) remit.

Personal Development Plan (PDP)

Stage 1

Stages of Personal Development Plan	Possible sources of evidence
What do I want/need to learn and why?	♦ by considering the main area or topics that you wish to develop in the next 12 months on a professional and personal basis. ♦ by acknowledging that your senior external verifier or external verifier role is part of your overall development plan. ♦ by considering the learning that you do within and out with the workplace that relates to your senior external verifier or external verifier role.
Instruction:	All components of this section must be completed.

Stage 2

Stages of Personal Development Plan	Possible sources of evidence
What will I do to achieve this?	The Personal Development Plan is your opportunity to focus on your development needs and agree actions for the forthcoming year. A well-formed plan can help improve overall performance in your current role, help achieve your objectives, and prepare you for your next career move. Think carefully about how you might want to develop. This may not always be a training course, but could be working with others, being coached to do tasks more effectively, or studying for a qualification.
Instruction:	All components of this section must be completed.

Personal Development Plan (PDP)

Stage 3

Stages of Personal Development Plan	Possible sources of evidence
What resources or support will I need?	Written material — professional journals, manuals, SQA guidance documentation Research material — internet Support from colleagues in workplace Support from SQA Officer(s) Standardising with fellow professionals in your field of expertise.
Instruction:	All components of this section must be completed.

Personal Development Plan (PDP)

Stage 4

Stages of Personal Development Plan	Possible sources of evidence
What will my success criteria be? How have I implemented my learning and what impact has this had at work or outside of work?	Successful performance may include: ♦ records of your work on keeping up to date on the requirements of your external verifier role. ♦ records of how you keep abreast of developments in their subject area. ♦ feedback that you have stimulated from learners and colleagues. ♦ self-evaluations of your own practice in their subject area. ♦ your Personal Development Plan and evidence of how this has been updated over time. ♦ records of continuing professional development activities. ♦ evidence of how you have shared new knowledge and skills with colleagues.
Instruction:	All components of this section must be completed.

Personal Development Plan (PDP)

Stage 5

Stages of Personal Development Plan	Possible sources of evidence
Target dates, review and completion.	Normally a timeline set within a 12 month period. ♦ Review of performance periodically: ♦ some entries on the Personal Development Plan are carried forward to the following academic session. ♦ some entries may not be immediately relevant (ie they are put on the back burner). ♦ some entries will be completed timeously.
Instruction:	All components of this section must be completed.

Continuing Professional Development Record (CPDR)

External verifiers — First year of appointment **Number of entries required**	There are a minimum of three entries that should be included in your first year as a senior external verifier/external verifier: ♦ One entry advising how you kept your occupational expertise/subject knowledge up-to-date. ♦ One entry advising how you standardised with your senior external verifier/external verifier hat on. ♦ One entry advising that you understand and are working to national standards for your external verifier qualification. This applies to those with a Customised Award (CA), Higher National (HN) and Vocational Qualification (QV) remit. ♦ Please ensure that you CPDR covers all of the verification groups that you have been appointed to.

Continuing Professional Development Record (CPDR)

Experienced senior external verifiers/external verifiers re-appointed in the current academic session **Number of entries required**	There are a minimum of two entries that should be included in year on year, as a senior external verifier/external verifier: ♦ One entry advising how you kept your occupational expertise/subject knowledge up-to-date. ♦ One entry advising how you standardised with your senior external verifier/external verifier hat on. ♦ Please ensure that your CPDR covers all of the verification groups that you have been appointed to. Periodically, you will have to include and additional entry. This will only happen when the national standards for your external verifier qualification have been revised/updated. In this instance, you will be required to add: ♦ One entry advising that you understand and are working to the revised national standards for your external verifier qualification. This applies to those with a Customised Award (CA), Higher National (HN) and Vocational Qualification (QV) remit.

Continuing Professional Development Record (CPDR)

CPDR	Possible sources of evidence
Date of activity:	Enter the date that activity took place on. The date should be with an academic session — 1 August in any given year to 30 June in any given year. If the activity took place over a period of time, it is acceptable to add in a duration of time for example 1 March to 10 March. This field is mandatory.
What did you do that contributes to your CPD?	Describe in some detail, so as to give the reader/auditor a flavour of the activity you participated in. Your description should be able to paint a clear picture to the reader/auditor. This field is mandatory.
What did you learn from this activity that related to some aspect of your CPD?	Describe in some detail, so as to give the reader/auditor a flavour of what you learned from the activity you participated in. Your description should be able to paint a clear picture to the reader/auditor. Providing some examples may also aid with description of what you have learned. This field is mandatory.
How would you implement this learning?	Describe in some detail, so as to give the reader/auditor a flavour of how you have implemented this learning. Your description should be able to paint a clear picture to the reader/auditor. This field is mandatory.

Continuing Professional Development Record (CPDR)

CPDR	Possible sources of evidence
Is there any further action?	Advise what further action you have to take as a result of this learning. In some instances it is acceptable to say 'Not applicable'. This field is mandatory.
Insert the number of CPD hours completed	Advise on the number of hours you have spent on each activity entered on your CPDR. This field is mandatory.
Additional guidance	When creating your entry, determine which role your entry relates to: ♦ Assessor/lecturer ♦ Internal verifier ♦ External verifier ♦ Occupational CPD* Selecting one or more of these fields is mandatory. *Occupational CPD can relate to: ♦ job related work ♦ professional work ♦ vocational employment ♦ business objectives ♦ career objectives
Instruction	All components of this section must be completed.

Continuing Professional Development Record (CPDR)

Assessment strategy requirement

♦ This section is predominantly for those External Verifiers with a vocational qualification remit.
♦ Those External Verifiers with an HN remit are advised to add the term "Not Applicable" to each of the sections, unless you have VQ units imported into your HN framework.

Assessment strategy requirement	Possible sources of evidence
Assessors/lecturers with a vocational qualification remit.	The external verifier has made an entry on their CPDR taking into account their assessor or lecturer role, The external verifier should tick the box to advise that they have met the requirements of their assessment strategy.
Internal verifiers with a vocational qualification remit.	The external verifier has made an entry on their CPDR taking into account their internal verifier role, The external verifier should tick the box to advise that they have met the requirements of their assessment strategy.
External verifiers with a vocational qualification appointment.	The external verifier has made an entry on their CPDR taking into account their external verifier role, The external verifier should tick the box to advise that they have met the requirements of their assessment strategy.
Instruction:	All components of this section must be completed.

Appendix 1

Personal Development Plan (PDP) and

Continuing Professional Development Record (CPDR) template

Personal Development Plan (PDP) and

Continuing Professional Development Record (CPDR)

SQA

Personal details

Name:	
National Insurance Number:	
Covering period from:	
Covering period to:	

Auditable requirements

Occupational or Registrable qualifications	
Date obtained:	

Teaching qualifications	
Date obtained:	

Assessing qualification(s)	
Date obtained:	

Internal verifier qualification(s)	
Date obtained:	

External verifier qualification(s)	
Date obtained:	

Guidance — Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) for Assessors, Internal Verifiers and External Verifiers

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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').

Stage1 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

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Continuing Professional Development Record (CPDR)

Standardisation criteria

HN	Contribute to the effectiveness of the external verification process — Outcome 4 — Evidence Requirements — Standardisation Activity
SVQ	Work with others to ensure standardisation of assessment practice and outcomes — Performance Criteria (4) — Standardisation Activity

Date of activity	What did you do that contributes to your CPD?	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?	Insert the number of CPD hours completed

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

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD		Occupational CPD	

Date of activity	What did you do that contributes to your CPD?	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?	Insert the number of CPD hours completed

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

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD		Occupational CPD	

Date of activity	What did you do that contributes to your CPD?	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?	Insert the number of CPD hours completed

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

Assessor/lecturer CPD		Internal verifier CPD		External verifier CPD		Occupational CPD	

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	

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	

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	

External verifier's signature: _____   **Date:** _____

Appendix 2

History of Changes to

Guidance Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)

Version	Description of Change	Date
2	Appendix 2 – added to Contents	18 September 2019
	Page 3 – Added Advice for submitting for your Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)	18 September 2019
	Edits made to Page 4 – SQA Academy Course – External Verifier Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)	18 September 2019
	Edits made to Page 5 – Page numbers for sections listed.	18 September 2019
	Edits to Page 6 – Page numbers for sections listed.	18 September 2019
	Edits to Page 7 – Covering Period from. Possible sources of evidence updated.	18 September 2019

Appendix 2

History of Changes to

Guidance Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)

Version	Description of Change	Date
2	Edits to Page 7 – Covering Period to. Possible sources of evidence updated.	18 September 2019
	Edits to Page 24 – "What did you learn from this activity that related to some aspect of your CPD? Possible sources of evidence updated.	18 September 2019
	Edits to Page 26 – Assessment Strategy Requirement. Two bullet points at the top of the page,	18 September 2019
	Page 32 – Added Appendix 2 Added – History of Changes to Guidance – Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)	18 September 2019