



Personal Development Plan (PDP)

and

Continuing Professional Development Record (CPDR)

Exemplars for those with an HN and VQ remit.

Contents

How to use this document 1

Gillian Leitch — Exemplar 1 2

Gillian Leitch — Exemplar 2 12

Gillian Leitch — Exemplar 3 22

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).
- ◆ National Qualifications (NQ).
- ◆ Vocational Qualifications (VQ).

This series of exemplars are for those senior external verifiers/external verifiers with an HN and/or VQ remit.

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

If you have a Higher National (HN) and Vocational Qualifications (VQ) remit please refer to the Gillian Leitch exemplars.



Gillian Leitch — Exemplar 1

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

There are a series of three exemplars in this section:

- Exemplar 1: In this instance, Gillian is an experienced External Verifier (EV) who is a member of two verification groups within SQA.
- Exemplar 2: In this instance, Gillian is a newly appointed External Verifier (EV) who is a member of two verification groups within SQA.
- Exemplar 3: In this instance, Gillian is an experienced Senior External Verifier (SEV) who holds several posts in SQA covering three verification groups within SQA.

The documentation over the page belongs to Gillian Leitch. Gillian holds the following post within SQA:

- ◆ External Verifier.

Gillian is a member of the following verification group:

- ◆ Computer Science (357) — HN, NQ, VQ.
- ◆ Digital Literacy (358) — HN, NQ, VQ.

Exemplar 1 — Gillian is an experienced External Verifier (EV) who is a member of two verification groups within SQA.

Note — Gillian has attained both the HN and VQ External Verifier Qualifications. Up until 2017, Gillian only had an HN remit. From 2018 onwards, Gillian accepted a VQ remit and therefore had to qualify as a VQ External Verifier.

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

Personal details

Name:	Gillian Leitch
National Insurance Number:	EM215192E*
Covering period from:	1 August 2021
Covering period to:	30 June 2022

Auditable requirements

Occupational or registrable qualifications	BSc Information Technology
Date obtained:	1998

Teaching qualifications	TQFE
Date obtained:	2001

Assessing qualification(s)	Within TQFE
Date obtained:	2001

Internal verifier qualification(s)	Within TQFE
Date obtained:	2001

External verifier qualification(s)	Externally Verify the Assessment Process in Non-Workplace Contexts (FX33 36) Externally Monitor and Maintain the Quality of Workplace Assessment (FD44 04)
Date obtained:	2015 2019

*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
Continue to develop role of External Verifier (EV) for verification groups Computer Science (357), and Digital Literacy (358).	Attend EV update session and review documentation after the event.	Access to SQA websites for review.	Receiving positive feedback from EVs and SQA.	30 October 2021
This will allow me to develop a better understanding of SQA systems and support my team of EVs.	If unsure, ask for help from relevant SQA staff.	Time to digest and identify most important information and how best to disseminate.	Receiving positive feedback from EVs and SQA staff — Qualifications Development, HN and Vocational Qualifications, Appointee Management, etc.	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
Develop my role as an EV to carry out Competence Based Qualifications (CBQ) verification.	Review standards in unit Externally Monitor and Maintain the Quality of the Workplace (FD44 04) — SVQ to enable me to carry out verification of CBQs.	I will need a series of external verification events of a work-based nature. I will also need to retain all communication and documentation relating to these visits.	Ultimate success in the unit. At various stages successful feedback from assessors, centres and other verifiers.	30 June 2022
Within my verification groups (357 and 358) there is an increased number of centres and decreased number of qualified EVs.	Familiarise myself with awards and assessment strategies.	I will re-read the standards to familiarise myself with the requirements. I will need to access the unit specification and access to information about the awards from SQA websites.	By feeling comfortable in carrying out visits and being able to speak knowledgeably about awards.	1 May 2021 to 30 May 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
To keep up to date with vocational changes.				
I need to be familiar with in Education Scotland's quality framework to develop an understanding of performance measuring and how this applies to centres.	Attend seminars and update events in my own centre and review the framework.	Access to framework. Discussion in course teams.	Acceptance of self-evaluation reports.	30 September 2021
I need to keep up to date with changes in awards at all levels and how this relates to the needs of industry. I need to develop a better understanding of cyber security!	Attend updates events and carry out reading and research.	Discussion forums, Subject specific content from SQA website. Access to internet and 'You Tube' for research.	To be able to design courses that meet the needs of students and employers and to ensure their success.	30 June 2021

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
12 October 2021	Participation in update for verification groups 357 and 358.	updates on the role of the EV, standardisation activities to be implemented throughout by all EVs.	Implemented on on-going basis, when supporting colleagues in my verification groups.	Need to attend further updates relating to new SQA IT systems.	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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Continuing Professional Development Record (CPDR)

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
17 October 2021	Attend EV standardisation and update event for two verification groups (357, 358).	<p>Update regarding changes and new developments in curricular area for HN and SVQ qualification blocks.</p> <p>What standards will be worked to while carrying out visits.</p> <p>As an assessor consider how to implement these changes throughout the session.</p> <p>Review how these standards will be internally verified given the that these developments are new for the coming session.</p>	<p>In programme design and also to advise centres of changes.</p> <p>When planning for and carrying out external quality assurance.</p> <p>Attend assessor/lecturer standardisation meetings with colleagues.</p> <p>Speak to quality department about increased internal verification surrounding these new developments.</p>	<p>More changes will take place so ongoing updates.</p> <p>More changes will take place so ongoing updates.</p> <p>More changes will take place so ongoing updates.</p> <p>More changes will take place so ongoing updates.</p>	6 hours

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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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
11 January 2022	<p>Watched BBC 'Storyville' documentary — 'Zero Days: Cyber Nuclear Sabotage'.</p> <p>Relates Computer Science (357) — HN, NQ, VQ remits and Digital Literacy (358) — HN, NQ, VQ remits.</p>	How software skills and 'networked' systems are utilised/compromised within real world systems.	Incorporated into teaching a variety of topics.	This is only the surface a considerable amount of further research and incorporation into teaching is needed.	3 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	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
12/08/2021 to 11/05/2022	Read over SVQ External Verification standards — Externally Monitor and Maintain the Quality of Workplace Assessment (FD44 04).	<p>About the four main components that make up the award:</p> <ol style="list-style-type: none"> 1 Prepare to carry out external quality assurance. 2 Plan external verification visits. 3 Carry out external verification visits. 4 Make external verification decisions and provide feedback as to the effectiveness of the external verification process. <p>Feeding back comments from centres about units, standardising and liaising with SQA staff and keeping my CPD up-to-date.</p>	<p>This provided an excellent overview of the national standard that External Verifiers have to work to.</p> <p>This will allow me to carry out role of external verifier and understand the subtle differences between acting as an SVQ External Verifier as opposed to an HN External Verifier.</p> <p>Also, helped in role within my own place of employment.</p>	In my role as external verifier ensure that I work to national standards and well as SQA policy and procedure.	3 to 5 hours per month

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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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: Gillian Leitch (electronic) **Date:** 4 June 2022



Gillian Leitch — Exemplar 2

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

The documentation over the page belongs to Gillian Leitch. Gillian holds the following post within SQA:

- ◆ External Verifier.

Gillian is a member of the following verification group:

- ◆ Computer Science (357) — HN, NQ, VQ.
- ◆ Digital Literacy (358) — HN, NQ, VQ.

Exemplar 2 — In this instance, Gillian is a newly appointed EV who is a member of two verification groups within SQA.

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

Personal details

Name:	Gillian Leitch
National Insurance Number:	EM215192E*
Covering period from:	1 August 2021
Covering period to:	30 June 2022

Auditable requirements

Occupational or registrable qualifications	BSc Information Technology
Date obtained:	1998

Teaching qualifications	TQFE
Date obtained:	2001

Assessing qualification(s)	Within TQFE
Date obtained:	2001

Internal verifier qualification(s)	Within TQFE
Date obtained:	2001

External verifier qualification(s)	Not applicable
Date obtained:	Not applicable

*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
Continue to develop role of External Verifier for verification groups Computer Science (357) and Digital Literacy (358).	Attend EV update session and review documentation after the event.	Access to SQA websites for review.	Receiving positive feedback from EVs and SQA.	30 October 2021
This will allow me to develop a better understanding of SQA systems and support my team of EVs.	If unsure, ask for help from relevant SQA staff.	Time to digest and identify most important information and how best to disseminate.	Receiving positive feedback from EVs and SQA staff — Qualifications Development, HN and Vocational Qualifications, Appointee Management, etc.	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
Develop my role as an EV to carry out Competence Based Qualifications (CBQ) verification.	Review EV qualification for workplace to enable me to carry out verification of CBQs. Undertake the qualification in the next academic session.	I will need at least three visits of a work based nature. I will also need to retain all communication and documentation relating to these visits.	Ultimate success in the unit. At various stages successful feedback from assessors, centres and other verifiers.	30 June 2022
Keep up-to-date with the requirements of EV role with a view to starting my qualification from my second year of appointment onwards.	Work through programmes on the 4-stage programme as a newly appointed EV. Attend external seminars in my area of expertise run by SQA.	Read over national standards for External Verifier Qualifications Support from my senior external verifier and SQA staff (Qualifications Manager/Officer and Quality Assurance Logistics Officer, HN and Vocational qualifications).	Completion of 4-stage programme for EVs. Start my external verifier qualification	30 June 2022 1 August 2022 to 31 July 2023

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
To keep up to date with vocational changes.				
I need to be familiar with Education Scotland's quality framework to develop an understanding of performance measuring and how this applies to centres.	Attend seminars and update events in my own centre and review the framework.	Access to framework. Discussion in course teams.	Acceptance of self-evaluation reports.	30 September 2021
I need to keep up to date with changes in awards at all levels and how this relates to the needs of industry. I need to develop a better understanding of cyber security!	Attend updates events and carry out reading and research.	Discussion forums, Subject specific content from SQA website. Access to internet and 'You Tube' for research.	To be able to design courses that meet the needs of students and employers and to ensure their success.	30 June 2021

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
12 October 2021	Participation in EV update for verification groups 357 (Computer Science) and 358 (Digital Literacy).	Updates on the role of the EV, standardisation activities to be implemented throughout by all EVs.	Implemented on on-going basis, when supporting colleagues in my verification groups.	Need to attend further updates relating to new SQA IT systems.	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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Continuing Professional Development Record (CPDR)

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
17 October 2021	Attend EV standardisation and update event for verification groups (357 and 358).	Update regarding changes and new developments in curricular area. What standards will be worked to while carrying out visits.	In programme design and also to advise centres of changes. when planning for visits and carrying out visits.	More changes will take place so ongoing updates. More changes will take place so ongoing updates	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	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
11 January 2022	<p>Watched BBC 'Storyville' documentary — 'Zero Days: Cyber Nuclear Sabotage'.</p> <p>Relates Computer Science (357) — HN, NQ, VQ remits and Digital Literacy (358) — HN, NQ, VQ remits</p> <p>Knowledge for my assessor and EV role.</p>	How software skills and 'networked' systems are utilised/compromised within real world systems.	Incorporated into teaching a variety of topics.	This is only the surface a considerable amount of further research and incorporation into teaching is needed.	3 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	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
14 January 2022	Review national standards VQ — Externally Monitor and Maintain the Quality of Workplace Assessment (FD44 04).	<p>About the four main components that make up the award:</p> <ol style="list-style-type: none"> 1 Prepare to carry out external quality assurance. 2 Plan external verification visits. 3 Carry out external verification visits. 4 Make external verification decisions and provide feedback as to the effectiveness of the external verification process. <p>Feeding back comments from centres about units, standardising and liaising with SQA staff and keeping my CPD up-to-date.</p>	<p>This provided an excellent overview of all resource materials, with a view to carry out role of external verifier.</p> <p>Also, helped in role within my own place of employment.</p>	<p>In my role as external verifier.</p> <p>Also, opportunity to work towards VQ External Verifier qualification in the coming session.</p>	3 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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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.	N/A

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.	N/A

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: Gillian Leitch (electronic) **Date:** 4 June 2022



Gillian Leitch — Exemplar 3

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

The documentation over the page belongs to Gillian Leitch. Gillian holds the following posts within SQA:

- ◆ Senior External Verifier.

Gillian is a member of the following verification groups:

- ◆ Computer Science (357) — HN, NQ, VQ.
- ◆ Digital Literacy (358) — HN, NQ, VQ.
- ◆ Information Technology (288) — HN, NQ, VQ.

Exemplar 3 — In this instance, Gillian is an experienced SEV covering three verification groups within SQA.

Note — Gillian has attained both the HN and VQ External Verifier Qualifications. Up until 2017, Gillian only had an HN remit. From 2018 onwards, Gillian accepted a VQ remit and therefore had to qualify as a VQ External Verifier.

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

Personal details

Name:	Gillian Leitch
National Insurance Number:	EM215192E*
Covering period from:	1 August 2021
Covering period to:	30 June 2022

Auditable requirements

Occupational or Registrable qualifications	BSc Information Technology
Date obtained:	1998

Teaching qualifications	TQFE
Date obtained:	2001

Assessing qualification(s)	Within TQFE
Date obtained:	2001

Internal verifier qualification(s)	Within TQFE
Date obtained:	2001

External verifier qualification(s)	Externally Verify the Assessment Process in Non-Workplace Contexts (FX33 36) Externally Monitor and Maintain the Quality of Workplace Assessment (FD44 04)
Date obtained:	2015 2019

*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
Continue to develop role of Senior External Verifier for verification groups Computer science (357), Information Technology (288) and Digital Literacy (358)	Attend SEV update session and review documentation after the event.	Access to SQA websites for review.	Receiving positive feedback from EVs and SQA.	30 October 2021
This will allow me to develop a better understanding of SQA systems and support my team of EVs.	If unsure, ask for help from relevant SQA staff.	Time to digest and identify most important information and how best to disseminate.	Receiving positive feedback from EVs and SQA staff — Qualifications Development, HN and Vocational Qualifications, Appointee Management, etc.	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
Develop my role as an EV to carry out Competence Based Qualifications (CBQ) verification.	Review standards in unit Externally Monitor and Maintain the Quality of the Workplace (FD44 04) — SVQ	I will need at a series external verification events of a work-based nature. I will also need to retain all communication and documentation relating to these visits.	Understanding how to implement the unit standard successfully. At various stages successful feedback from assessors, centres and other verifiers.	30 June 2022
Within my verification groups (357 and 358) there is an increased number of centres and decreased number of qualified EVs.	Familiarise myself with awards and assessment strategies within verification groups 357 and 358.	I will re-read the standards to familiarise myself with the requirements. I will need to access the unit specification and access to information about the awards within verification groups 357, 358 and 288 from SQA website.	By feeling comfortable in carrying out external verification events and being able to speak knowledgably about awards.	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
To keep up to date with vocational changes:				
I need to be familiar with Education Scotland's quality framework to develop an understanding of performance measuring and how this applies to centres.	Attend seminars and update events in my own centre and review the framework.	Access to framework. Discussion in course teams.	Acceptance of self-evaluation reports.	30 September 2021
I need to keep up to date with changes in awards at all levels and how this relates to the needs of industry. I need to develop a better understanding of cyber security!	Attend updates events and carry out reading and research.	Discussion forums, subject specific content from SQA website. Access to internet and 'You Tube' for research.	To be able to design courses that meet the needs of students and employers and to ensure their success.	30 June 2022

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
12 October 2021	Participation in SEV update.	Updates on the role of the SEV, standardisation activities to be implemented throughout by all EVs.	Implemented on on-going basis, particularly in supporting new EVs. Use standardisation activity for EVs.	Need to attend further updates relating to new SQA IT systems.	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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Continuing Professional Development Record (CPDR)

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
17 October 2021	Lead EV standardisation and update event for three verification groups (357, 288, 358).	<p>Update regarding changes and new developments in curricular area.</p> <p>What standards will be worked to while carrying out visits.</p> <p>As an assessor consider how to implement these changes throughout the session.</p> <p>Review how these standards will be internally verified given the that these developments are new for the coming session.</p>	<p>In programme design and also to advise centres of changes.</p> <p>When planning for visits and carrying out visits.</p> <p>Attend assessor/lecturer standardisation meetings with colleagues.</p> <p>Speak to quality department about increased internal verification surrounding these new developments.</p>	<p>More changes will take place so ongoing updates.</p> <p>More changes will take place so ongoing updates</p> <p>More changes will take place so ongoing updates</p> <p>More changes will take place so ongoing updates</p>	6 hours

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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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
11 January 2022	<p>Watched BBC 'Storyville' documentary — 'Zero Days: Cyber Nuclear Sabotage'.</p> <p>Relates Computer Science (357) — HN, NQ, VQ remits, Digital Literacy (358) — HN, NQ, VQ remits and Information Technology (288) — HN, NQ, VQ remits.</p>	How software skills and 'networked' systems are utilised/compromised within real world systems.	Incorporated into teaching a variety of topics.	This is only the surface a considerable amount of further research and incorporation into teaching is needed.	3 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	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
12 August 2021 to 11 May 2022	Read over SVQ External Verification standards — Externally Monitor and Maintain the Quality of Workplace Assessment (FD44 04).	<p>About the four main components that make up the award:</p> <ol style="list-style-type: none"> 1 Prepare to carry out external quality assurance. 2 Plan external verification visits. 3 Carry out external verification visits. 4 Make external verification decisions and provide feedback as to the effectiveness of the external verification process. <p>Feeding back comments from centres about units, standardising and liaising with SQA staff and keeping my CPD up-to-date.</p>	<p>This provided an excellent overview of the national standard that External Verifiers have to work to.</p> <p>This will allow me to carry out role of external verifier and understand the subtle differences between acting as an SVQ External Verifier as opposed to an HN External Verifier.</p> <p>Also, helped in role within my own place of employment.</p>	In my role as external verifier ensure that I work to national standards and well as SQA policy and procedure.	3 to 5 hours per month.

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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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: Gillian Leitch (electronic) **Date:** 4 June 2022