



Personal Development Plan (PDP)

and

Continuing Professional Development Record (CPDR)

Exemplars for those with a VQ remit for:

Beauty Care; and/or

Hairdressing

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

This series of exemplars are for those senior external verifiers/external verifiers within the Beauty Care and Hairdressing occupational areas.

Beauty Care — CA, HN, NQ or VQ remit

If you are appointed to the Beauty Care verification group with a CA, HN, NQ or VQ remit, please refer to the Moira Campbell exemplars.

Hairdressing — CA, HN, NQ or VQ remit

If you are appointed to the Hairdressing verification group with a CA, HN, NQ or VQ remit, please refer to the Moira Campbell exemplars.

Moira Campbell — Exemplar 1 — VQ Beauty Care HN, NQ and VQ Exemplars

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, Moira is an experienced SEV who is a member of the Beauty Care verification group within SQA.

Exemplar 2: In this instance, Moira is an experienced EV who is a member of the Hairdressing verification group within SQA.

Exemplar 3: In this instance, Moira is an experienced SEV who holds several posts in SQA covering six verification groups within SQA.

The documentation over the page belongs to Moira Campbell. Moira holds the following posts within SQA:

- ◆ Senior External Verifier.

Moira is a member of the following verification group:

- ◆ Beauty Care (66) — HN, NQ and SVQ remit.

Continuing Professional Development (CPD) requirement specified in the current assessment strategies for:

- ◆ NVQ/SVQ in Beauty Therapy — 30 hours — CPD timescale 01 September — 31 August in any given year.

Relevant completed vocational CPD as at 23 March 2022.

Beauty Therapy — 37 hours	Other — 94 hours
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Exemplar 1 — In this instance, Moira is an experienced SEV who is a member of the Beauty Care verification group within SQA.



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

Personal details

Name:	Moira Campbell
National Insurance Number:	XZ579274E*
Covering period from:	1 August 2021
Covering period to:	23 March 2022

Auditable requirements

Occupational or Registrable qualifications	HN Facial Treatments: Manual HN Hand and Foot Treatments European Computer Driving Licence HN Safe Hygienic Salon Practices Indian Head Massage HN Depilation IHBC Sugaring Certificate HN Body Treatments: Manual HN Reflexology HN Aromatherapy Bachelor of Education (B.Ed.) Post School Education NQ Nail Repair and Artificial Nail Structures Certificate in Post School Education Studies CGLI Advanced Studies in Hairdressing CGLI Ladies Hairdressing CGLI Men's Hairdressing CGLI Manicure CGLI Cosmetic Make-Up
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*The National Insurance Number quoted is fictitious.

Date obtained:	July 2004 July 2004 June 2003 June 2002 May 2002 June 1998 December 1997 June 1997 May 1996 May 1993 June 1992 June 1991 June 1990 May 1983 June 1981 June 1981 June 1981 June 1981
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Teaching qualifications	Teaching Qualification (Further Education)
Date obtained:	January 1989

Assessing qualification(s)	G6A4 15 Certificate Vocational Assessors - B2WH 04 Assess Learner Performance (D32) - B2WJ 04 Assess Learners Using differing sources of evidence (D33) TDLB D32, D33
Date obtained:	January 1996

Internal verifier qualification(s)	B08W 04 Internally Verify the Assessment Process (D34)
Date obtained:	July 1996

External verifier qualification(s)	G7EP 15 Certificate Conducting External Quality Assurance of the Assessment Process (SCQF level 7) D94N 04 Conduct External Quality Assurance of the Assessment Process
Date obtained:	May 2011

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
Further develop my role as a Senior External Verifier (SEV) — VG66 to effectively carry out my EV role and as SEV support my team	<ul style="list-style-type: none"> ◆ Attend SEV update. ◆ Review documentation on SQA website(s). ◆ Plan, attend and participate in External Verification (EV) update meetings. ◆ Support my EV team as required. 	<ul style="list-style-type: none"> ◆ Access to SQA website. ◆ Discussion with other SEVs and EVs to promote standardisation. ◆ Awareness of industry and qualification developments. 	<ul style="list-style-type: none"> ◆ Receipt of positive feedback from EV team and centres. ◆ Meet KPMs. 	30 June 2021

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
Engage with continuous professional development activities to keep up to date with developments and any issues relevant to the SVQ Beauty qualification(s) and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector. A minimum of 30 hours CPD is required per annum (1 September to 31 August). This will allow me to effectively carry out my EV role and as SEV support my team	<ul style="list-style-type: none"> ◆ Practical activity. ◆ Training seminars. ◆ Attend standardisation events. ◆ Discuss issues with other EVs. ◆ Maintain awareness of industry developments. 	<ul style="list-style-type: none"> ◆ Commercial salon environment. ◆ Knowledge of and access to training. ◆ Knowledge of and access to standardisation activity. ◆ Internet access to keep up to date with contemporary treatments offered by the beauty industry. 	Completion of 30 hours CPD	31 August 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
08/08/2021	Participation in validation event for Complementary Therapies.	Preparation, requirements and format of a qualification validation.	Give support to QM and QO for future events as required.	Participate in future validation events as required.	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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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
11/08/2021	Senior External Verifier update.	Update of all procedures relating to external verification visits in session 2021/2022.	I will cascade the information to my team at their standardisation event; implement the changes while undertaking visits; support my EV team.	Be aware of any future changes and implement accordingly.	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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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
23/08/2021	HN Beauty Consultation Event — Stage 1 of HNC/HND Beauty Therapy review process.	Proposed amends to existing unit content and proposed new content/new units and frameworks.	Participate as a member of the QDT.	Participate in the review process.	5 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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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
02/09/2021	Standardisation Event VG 66 and 430	Update of procedures for external verification visits in session 2018/2019, ie visit preparation, report criteria amends, reporting back on day of visit, evidence action dates, report writing. Agreed mechanism for dealing with issues identified by centres relating to SVQ qualifications; discussion on Graded Unit 1 and 2 marking guides; Standardisation activity relating to F5B3 12 and DN6G 33 evidence requirements. Mechanism for KPM's measuring advised. Qualification development update.	I will use the information while undertaking my role as an external verifier (EV) and while supporting my team as SEV.	Attend future standardisation events; undertake and record CPD activity; support members of my team to undertake their EV role.	5.5 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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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
03/11/2021	HN Make-up Artistry Event — Stage 1 of HN Make-Up Artistry and Fashion Make-up review process.	Proposed award framework and unit amends.	Participate as a member of the QDT to support the development process.	Keep up to date with developments.	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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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
08/11/2021	Skills for Work meeting	Review of Skills for Work documentation, discussion on proposed new documentation.	Support training in the use of new documentation to the EV team.	Continue to keep up to date with proposed documentation changes.	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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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
11/11/2021	Hot tub safety training.	Management and maintenance; safety precautions for use.	Monitor hot tub use in a commercial environment.	Continued awareness of changes in legislation relating to water testing and hot tub use.	2 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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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
12/11/2021	Abdominal massage	Application of massage techniques to alleviate discomfort and promote movement within the small and large intestines.	Use of knowledge gained while developing the new Remedial Massage unit specification.	Continue to update my practical skills on an on-going basis.	3 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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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
17/11/2021	Eyebrow shading (palliative care).	How to sensitively give demonstration/instruction on eyebrow shading to enhance appearance and promote self-esteem to those in receipt of chemotherapy.	To support others in similar circumstances.	Use of my practical skills to support client needs.	3 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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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
19/11/2021	Current make-up trends	Updating application techniques to meet current trends — eyebrows and strobing.	Professional skill development and support external verification role.	Update professional skills regularly to maintain currency.	3 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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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
15/12/2021	Tibby Libby product update.	Benefits of using Faith Lift and Maskerade Masks; mask application and removal.	While using this product range in a commercial setting.	Continue to update my knowledge in the use new/different product ranges.	3 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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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
18/01/2021	Shadowing Botox application.	Male and female pattern of Botox application.	Awareness of industry practice while participating in development activities.	Continue to update knowledge of industry provided treatments.	2 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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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
29/01/2021	Spa treatments	Safety requirements and benefits of using sauna and steam. Combined use with water and treatment application.	Use knowledge gained while discussing these treatments with centre staff during external verification visits.	Continue to update knowledge of spa treatments and their use.	3 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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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
03/02/2022	French wraps	Application, infill and removal.	Awareness of product use; during external and internal verification activity	Keep up-to-date with new products and how they are used.	3 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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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
10/02/2022	Provide beauty treatments to raise money for charity.	Promotion of event. teamwork. How to adapt treatments to suit the event environment.	Future event participation.	To support the organisation of future events.	4 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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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
12/02/2022 to 16/02/2022	Informal sign language learning	Basic signing	Use as a method of communication with deaf people.	Practise to develop my sign language skills.	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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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
03/06/2021 to 23/03/2022	HND Complementary Therapies	Participating in QDT; unit writing using new document shells; checking units.	Support QM/QO; Support SQA centres on an ongoing basis as an EV.	Awareness of award changes/development.	70 nominal

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
09/03/2022	Standardise with VG66 EV team in relation to unit HF96 04 (SKABT17) Carry out Massage using Pre-Blended Aromatherapy Oils.	Performance Criteria 'P17 Carry out a skin sensitivity test to establish suitability for use of pre-blended aromatherapy oils and record the results'. As a result of a centre enquiry, discussed this PC and agreed that although this test is not normally carried out in industry particularly for pre-blended oils, it is included in the new NOS therefore we must advise centres to apply/comply with the unit PC requirements.	To inform discussion with centre staff during EV activity.	VG66 EV to continue discussion on further issues which arise.	0.5 hour

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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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
01/12/2021 to 23/03/2022	SEV Role — VG66/430, supporting and monitoring EVs.	Telephone conversations and e-mails advising on issues which arose during EV visits as well as planning, implementing and report writing.	To give continued support as required.	Ensure current knowledge of qualification changes, SQA procedures and documentation and where to access additional information/ support as and when required.	12 nominal

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	

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	X 37 hrs

External verifier's signature: Moira Campbell **Date:** 23 March 2022



Moira Campbell — Exemplar 2 — VQ Hairdressing HN, NQ and VQ Exemplars Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) — Exemplification

The documentation over the page belongs to Moira Campbell. Moira holds the following posts within SQA:

- ◆ External Verifier

Moira is a member of the following verification group:

- ◆ Hairdressing (62) — HN and SVQ remit.
- ◆ Skills for Work (SfW) Hairdressing (404) — NQ remit

Continuing Professional Development (CPD) requirement specified in the current assessment strategies for:

- ◆ NVQ/SVQ in Hairdressing — 30 hours — CPD timescale 01 September — 31 August in any given year

Relevant completed vocational CPD as at 23 March 2022.

Hairdressing — 33.5 hours	Other — 17 hours
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Exemplar 2 — In this instance, Moira is an experienced EV who is a member of the Hairdressing verification group within SQA.

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

Personal details

Name:	Moira Campbell
National Insurance Number:	XZ579274E*
Covering period from:	1 August 2021
Covering period to:	23 March 2022

Auditable requirements

Occupational or registrable qualifications	HN Facial Treatments: Manual HN Hand and Foot Treatments European Computer Driving Licence HN Safe Hygienic Salon Practices Indian Head Massage HN Depilation IHBC Sugaring Certificate HN Body Treatments: Manual HN Reflexology HN Aromatherapy Bachelor of Education (B.Ed.) Post School Education NQ Nail Repair and Artificial Nail Structures Certificate in Post School Education Studies CGLI Advanced Studies in Hairdressing CGLI Ladies Hairdressing CGLI Men's Hairdressing CGLI Manicure CGLI Cosmetic Make-Up
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*The National Insurance Number quoted is fictitious

Date obtained:	July 2004 July 2004 June 2003 June 2002 May 2002 June 1998 December 1997 June 1997 May 1996 May 1993 June 1992 June 1991 June 1990 May 1983 June 1981 June 1981 June 1981 June 1981
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Teaching qualifications	Teaching Qualification (Further Education)
Date obtained:	January 1989

Assessing qualification(s)	G6A4 15 Certificate Vocational Assessors ♦ B2WH 04 Assess Learner Performance (D32). ♦ B2WJ 04 Assess Learners Using differing sources of evidence (D33). TDLB D32, D33
Date obtained:	January 1996

Internal verifier qualification(s)	B08W 04 Internally Verify the Assessment Process (D34)
Date obtained:	July 1996

External verifier qualification(s)	G7EP 15 Certificate Conducting External Quality Assurance of the Assessment Process (SCQF level 7) D94N 04 Conduct External Quality Assurance of the Assessment Process
Date obtained:	May 2011

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
Further develop my role as an External Verifier — VG Hairdressing (62) and Skills for Work (SfW) (404) to effectively carry out my EV role.	<ul style="list-style-type: none"> ◆ Review documentation on SQA website(s). ◆ Attend and participate in EV update meetings. 	<ul style="list-style-type: none"> ◆ Access to SQA website. ◆ Discussion with SEV and EV's to promote standardisation. ◆ Awareness of industry and qualification development. 	<ul style="list-style-type: none"> ◆ Receipt of positive feedback from my SEV and centres. ◆ Meet KPMs. 	30 June 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
<p>Engage with continuous professional development activities to keep up to date with developments and any issues relevant to the SVQ Hairdressing qualification(s) and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector. A minimum of 30 hours CPD is required per annum (1 September to 31 August). This will allow me to effectively carry out my EV role.</p>	<ul style="list-style-type: none"> ◆ Practical activity. ◆ Training seminars. ◆ Attend standardisation events. ◆ Discuss issues with SEV and other EVs. ◆ Maintain awareness of industry developments. 	<ul style="list-style-type: none"> ◆ Commercial salon environment. ◆ Knowledge of and access to training. ◆ Knowledge of and access to standardisation activity. ◆ Internet access to keep up to date with current and emerging trends. 	<p>Completion of 30 hours CPD.</p>	<p>31 August 2022</p>

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
08/08/2021	Participation in validation event for Complementary Therapies.	Preparation, requirements and format of a qualification validation.	Give support to QM and QO for future events as required.	Participate in future validation events as required.	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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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
09/09/2021	Standardisation Event VG 62 and 428	Review of procedures for implementation of verification activity in 2016/2017. Reinforcement of areas discussed at both SEV update and Standardisation event VG 66 and 430.	While undertaking my role as an EV.	Attend future standardisation events and network meetings.	5.5 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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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
24/09/2021	Commercial styling	How to use cutting and colouring techniques to provide hairdressing services reflecting industry requirements.	Customise cutting and colouring to meet client requirements.	Continue to develop/maintain practical skills to meet current industry practice/standards.	7 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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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
08/11/2021	Skills for Work meeting	Review of Skills for Work documentation, discussion on proposed new documentation.	Support training in the use of new documentation to the EV team.	Continue to keep up to date with proposed documentation changes.	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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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
25/11/2021	SVQ Hairdressing standardisation event	Issues around delivery of the new SVQ Hairdressing qualifications; gain feedback on SVQ portfolios and SQA on-line assessment; clarification on Assessor and IV requirements as contained in the assessment strategy; knowledge of new PDA Hairdressing qualification.	While undertaking my EV duties.	Continued participation in future events.	5 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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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
16/12/2021 and 17/12/2021	Commercial Styling	Use of cutting and colouring techniques to provide hairdressing services reflecting industry requirements — ladies and gents.	Customise cutting and colouring to meet client requirements — ladies and gents.	Continue to develop/maintain practical skills to meet current industry practice/standards.	14 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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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
23/01/2022	Hairdressing product knowledge update.	Benefits/effects of finishing product used when styling.	While carrying out commercial styling and advising clients on product selection.	Keep up to date with new products developed and their use.	2 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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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
04/02/2022	Skills for Work External Verifier Standardisation (Hairdressing)	Review of sampling requirements. Sharing experience of evidence produced by centres. Discussion re learner reviews and evidence requirements for Creative units National 4 and 5.	To support centres in the delivery of units while undertaking my EV role.	Standardise on an ongoing basis with other EVs.	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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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
12/02/2022 to 16/02/2022	Informal sign language learning.	Basic signing	Use as a method of communication with deaf people.	Practise to develop my sign language skills.	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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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
07/01/2022 to 23/03/2022	Telephone standardisation with SEV — VG62/404	Discussion/agreement on topics/issues identified during EV visits.	Support centres during EV activity.	Promote discussion at EV standardisation meeting VG 62/428.	2 nominal

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	

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	X 33.5 hrs

External verifier's signature: Moira Campbell **Date:** 23 March 2022



Moira Campbell — Exemplar 3 — VQ Beauty Care and Hairdressing HN, NQ and VQ Exemplars Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) — Exemplification

This is Moira's Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) exemplified for the 2021/2022 academic session. Moira holds the following posts within SQA:

Moira holds the following posts within SQA:

- ◆ Senior External Verifier.
- ◆ External Verifier.

Moira is a member of the following verification groups:

- ◆ Beauty Care (66) — HN, NQ and SVQ remit.
- ◆ Complimentary Therapy (430) — HN remit.
- ◆ Hairdressing (62) — HN and SVQ remit.
- ◆ Make-up Artistry (428) — HN remit.
- ◆ Skills for Work (SfW) Beauty (443) — NQ remit.
- ◆ Skills for Work (SfW) Hairdressing (404) — NQ remit.

Continuing Professional Development (CPD) requirement specified in the current Assessment Strategies for:

- ◆ NVQ/SVQ in Beauty Therapy — 30 hours.
- ◆ NVQ/SVQ in Hairdressing — 30 hours.

CPD timescale 01 September — 31 August in any given year.

Relevant completed vocational CPD as at 23 March 2022.

Beauty Therapy — 37 hours	Hairdressing — 33.5 hours	Other — 107 hours
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Exemplar 3 — In this instance, Moira is an experienced SEV who holds several posts in SQA covering six verification groups within SQA.

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

Personal details

Name:	Moira Campbell
National Insurance Number:	XZ579274E*
Covering period from:	1 August 2021
Covering period to:	23 March 2022

Auditable requirements

Occupational or Registrable qualifications	HN Facial Treatments: Manual HN Hand and Foot Treatments European Computer Driving Licence HN Safe Hygienic Salon Practices Indian Head Massage HN Depilation IHBC Sugaring Certificate HN Body Treatments: Manual HN Reflexology HN Aromatherapy Bachelor of Education (B.Ed.) Post School Education NQ Nail Repair and Artificial Nail Structures Certificate in Post School Education Studies CGLI Advanced Studies in Hairdressing CGLI Ladies Hairdressing CGLI Men's Hairdressing CGLI Manicure CGLI Cosmetic Make-Up
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*The National Insurance Number quoted is fictitious

Date obtained:	July 2004 July 2004 June 2003 June 2002 May 2002 June 1998 December 1997 June 1997 May 1996 May 1993 June 1992 June 1991 June 1990 May 1983 June 1981 June 1981 June 1981 June 1981
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Teaching qualifications	Teaching Qualification (Further Education)
Date obtained:	January 1989

Assessing qualification(s)	G6A4 15 Certificate Vocational Assessors ♦ B2WH 04 Assess Learner Performance (D32) ♦ B2WJ 04 Assess Learners Using differing sources of evidence (D33) TDLB D32, D33
Date obtained:	January 1996

Internal verifier qualification(s)	B08W 04 Internally Verify the Assessment Process (D34)
Date obtained:	July 1996

External verifier qualification(s)	G7EP 15 Certificate Conducting External Quality Assurance of the Assessment Process (SCQF level 7) D94N 04 Conduct External Quality Assurance of the Assessment Process
Date obtained:	May 2011

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
Further develop my role as a Senior External Verifier (SEV) — Verification Groups: Beauty Care (66), Skills for Work (SfW) Beauty (443) and Complimentary Therapy (430). This will allow me to effectively carry out my EV role and as SEV support my team	<ul style="list-style-type: none"> ◆ Attend SEV update ◆ Review documentation on SQA website(s) ◆ Plan, attend and participate in External Verification (EV) update meetings ◆ Support my EV team as required 	<ul style="list-style-type: none"> ◆ Access to SQA website. ◆ Discussion with other SEVs and EVs to promote standardisation. ◆ Awareness of industry and qualification developments. 	<ul style="list-style-type: none"> ◆ Receipt of positive feedback from EV team and centres. ◆ Meet KPMs. 	30 June 2022
Further develop my role as an External Verifier — Verification Groups: Hairdressing (62), Skills for Work (SfW) Hairdressing (404) and Make-up Artistry (428). This will allow me to effectively carry out my EV role and as SEV support my team	<ul style="list-style-type: none"> ◆ Review documentation on SQA website(s) ◆ Attend and participate in EV update meetings 	<ul style="list-style-type: none"> ◆ Access to SQA website. ◆ Discussion with SEV and EVs to promote standardisation. ◆ Awareness of industry and qualification development. 	<ul style="list-style-type: none"> ◆ Receipt of positive feedback from my SEV and centres. ◆ Meet KPMs. 	30 June 2022

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
Engage with continuous professional development activities in order to keep up to date with developments and any issues relevant to the SVQ Hairdressing qualification(s) and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector. A minimum of 30 hours CPD is required per annum (1 September to 31 August). This will allow me to effectively carry out my EV role and as SEV support my team	<ul style="list-style-type: none"> ◆ Practical activity ◆ Training seminars ◆ Attend standardisation events ◆ Discuss issues with SEV and other EVs ◆ Maintain awareness of industry developments 	<ul style="list-style-type: none"> ◆ Commercial salon environment ◆ Knowledge of and access to training ◆ Knowledge of and access to standardisation activity ◆ Internet access to keep up to date with current and emerging trends 	Completion of 30 hours CPD	31 August 2022

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
Engage with continuous professional development activities in order to keep up to date with developments and any issues relevant to the SVQ Beauty qualification(s) and/or its units. These may include those offered by the awarding body or other recognised and relevant providers in the sector. A minimum of 30 hours CPD is required per annum (1 September — 31 August). This will allow me to effectively carry out my EV role and as SEV support my team	<ul style="list-style-type: none"> ◆ Practical activity ◆ Training seminars ◆ Attend standardisation events ◆ Discuss issues with other EVs ◆ Maintain awareness of industry developments 	<ul style="list-style-type: none"> ◆ Commercial salon environment ◆ Knowledge of and access to training ◆ Knowledge of and access to standardisation activity ◆ Internet access to keep up to date with contemporary treatments offered by the beauty industry 	Completion of 30 hours CPD.	31 August 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
08/08/2021	Participation in validation event for Complementary Therapies	Preparation, requirements and format of a qualification validation.	Give support to QM and QO for future events as required.	Participate in future validation events as required.	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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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
11/08/2021	Senior external verifier update	Update of all procedures relating to external verification visits in session 2016/2017.	I will cascade the information to my team at their standardisation event; implement the changes while undertaking visits; support my EV team.	Be aware of any future changes and implement accordingly.	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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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
23/08/2021	HN Beauty Consultation Event — Stage 1 of HNC/HND Beauty Therapy review process.	Proposed amends to existing unit content and proposed new content/new units and frameworks.	Participate as a member of the QDT.	Participate in the review process.	5 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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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
02/09/2021	Standardisation Event VG 66 and 430	Update of procedures for external verification visits in session 2016/2017, ie visit preparation, report criteria amends, reporting back on day of visit, evidence action dates, report writing. Agreed mechanism for dealing with issues identified by centres relating to SVQ qualifications; discussion on Graded Unit 1 and 2 marking guides; Standardisation activity relating to F5B3 12 and DN6G 33 evidence requirements. Mechanism for KPM's measuring advised. Qualification development update.	I will use the information while undertaking my role as an external verifier (EV) and while supporting my team as SEV.	Attend future standardisation events; undertake and record CPD activity; support members of my team to undertake their EV role.	5.5 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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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
09/09/2021	Standardisation Event VG 62 and 428	Review of procedures for implementation of verification activity in 2016/2017. Reinforcement of areas discussed at both SEV update and standardisation event VG 66 and 430.	While undertaking my role as an EV.	Attend future standardisation events and network meetings.	5.5 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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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
24/09/2021	Commercial styling	How to use cutting and colouring techniques to provide hairdressing services reflecting industry requirements.	Customise cutting and colouring to meet client requirements.	Continue to develop/maintain practical skills to meet current industry practice/standards.	7 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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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
03/11/2021	HN Make-up Artistry Event — Stage 1 of HN Make-Up Artistry and Fashion Make-up review process.	Proposed award framework and unit amends.	Participate as a member of the QDT to support the development process.	Keep up to date with developments.	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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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
08/11/2021	Skills for Work meeting	Review of Skills for Work documentation, discussion on proposed new documentation.	Support training in the use of new documentation to the EV team.	Continue to keep up to date with proposed documentation changes.	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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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
11/11/2021	Hot tub safety training	Management and maintenance; safety precautions for use.	Monitor hot tub use in a commercial environment.	Continued awareness of changes in legislation relating to water testing and hot tub use.	2 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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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
12/11/2021	Abdominal massage	Application of massage techniques to alleviate discomfort and promote movement within the small and large intestines.	Use of knowledge gained while developing the new Remedial Massage unit specification.	Continue to update my practical skills on an on-going basis.	3 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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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
17/11/2021	Eyebrow shading (palliative care)	How to sensitively give demonstration/instruction on eyebrow shading to enhance appearance and promote self-esteem to those in receipt of chemotherapy.	To support others in similar circumstances.	Use of my practical skills to support client needs.	3 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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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
19/11/2021	Current Make-up Trends	Updating application techniques to meet current trends — eyebrows and strobing.	Professional skill development and support external verification role.	Update professional skills regularly to maintain currency.	3 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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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
25/11/2021	SVQ Hairdressing standardisation event	Issues around delivery of the new SVQ Hairdressing qualifications; gain feedback on SVQ portfolios and SQA on-line assessment; clarification on assessor and IV requirements as contained in the assessment strategy; knowledge of new PDA Hairdressing qualification.	While undertaking my EV duties.	Continued participation in future events.	5 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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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
15/12/2021	Tibby Libby product update	Benefits of using Faith Lift and Maskerade Masks; mask application and removal.	While using this product range in a commercial setting.	Continue to update my knowledge in the use new/different product ranges.	3 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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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
16/12/2021 and 17/12/2021	Commercial Styling	Use of cutting and colouring techniques to provide hairdressing services reflecting industry requirements — ladies and gents.	Customise cutting and colouring to meet client requirements — ladies and gents.	Continue to develop/ maintain practical skills to meet current industry practice/ standards.	14 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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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
18/01/2022	Shadowing Botox application	Male and female pattern of Botox application.	Awareness of industry practice while participating in development activities.	Continue to update knowledge of industry provided treatments.	2 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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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
23/01/2022	Hairdressing product knowledge update.	Benefits/effects of finishing product used when styling.	While carrying out commercial styling and advising clients on product selection.	Keep up-to-date with new products developed and their use.	2 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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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
29/01/2022	Spa Treatments	Safety requirements and benefits of using sauna and steam. Combined use with water and treatment application.	Use knowledge gained while discussing these treatments with centre staff during external verification visits.	Continue to update knowledge of spa treatments and their use.	3 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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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
03/02/2022	French wraps	Application, infill and removal.	Awareness of product use; During external and internal verification activity.	Keep up-to-date with new products and how they are used.	3 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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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
04/02/2022	Skills for Work External Verifier Standardisation (Hairdressing)	Review of sampling requirements. Sharing experience of evidence produced by centres. Discussion re learner reviews and evidence requirements for Creative units National 4 and 5.	To support centres in the delivery of Units while undertaking my EV role.	Standardise on an ongoing basis with other EVs.	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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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
10/02/2022	Provide beauty treatments to raise money for charity.	Promotion of event. teamwork. How to adapt treatments to suit the event environment.	Future event participation.	To support the organisation of future events.	4 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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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
12/02/2022 to 16/02/2022	Informal sign language learning	Basic signing	Use as a method of communication with deaf people.	Practise to develop my sign language skills.	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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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
03/06/2021 to 23/03/2022	HND Complementary Therapies	Participating in QDT; unit writing using new document shells; checking units.	Support QM/QO; Support SQA centres on an on-going basis as an EV.	Awareness of award changes/ development.	70 nominal

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
09/03/2022	Standardise with VG66 EV team in relation to unit HF96 04 (SKABT17) Carry out Massage using Pre-Blended Aromatherapy Oils	<p>Performance Criteria 'P17 Carry out a skin sensitivity test to establish suitability for use of pre-blended aromatherapy oils and record the results'.</p> <p>As a result of a centre enquiry, discussed this PC and agreed that although this test is not normally carried out in industry particularly for pre-blended oils, it is included in the new NOS therefore we must advise centres to apply/comply with the unit PC requirements.</p>	To inform discussion with centre staff during EV activity.	VG66 EV to continue discussion on further issues which arise.	0.5 hour

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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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
07/01/2022 to 23/03/2022	Telephone standardisation with SEV — VG62/428	Discussion/agreement on topics/issues identified during EV visits.	Support centres during EV activity.	Promote discussion at EV standardisation meeting VG 62/428.	2 nominal

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
01/12/2021 to 23/03/2022	SEV Role — VG66/430, supporting and monitoring EVs.	Telephone conversations and e-mails advising on issues which arose during EV visits as well as planning, implementing and report writing.	To give continued support as required.	Ensure current knowledge of qualification changes, SQA procedures and documentation and where to access additional information/ support as and when required.	12 nominal

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	

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	X Beauty 37 hrs

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 Hairdressing 33.5 hrs

External verifier's signature: Moira Campbell **Date:** 23 March 2022