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| Personal Development Plan (PDP) andContinuing Professional Development Record (CPDR) Process Map for Senior External Verifier |

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

Early CPDR submissions are encouraged and strongly advised.

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

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

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

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

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

A resubmission date should be agreed with the SEV.

5 SEV resubmits PDP and CPDR within the agreed timescale.

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

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

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