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**Subject Heading – Learning and Development – Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)**

Dear

Good to hear from you. Thank you for your Professional Development Plan (PDP) and Continuing Professional Development Plan (CPDR) submission.

Unfortunately it does not yet meet the national requirements for External Verifier CPD. This will mean that you are currently unable to meet the Key Performance Measure - *submit a current Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) within agreed timescales where appropriate.*

Please see the attached document summarising why your PDP and CPDR submission did not meet national standards. It should be straightforward for you to resolve the outstanding issues.

To rectify the situation, please submit an electronic copy of your PDP and CPDR to me by <Insert Date>.

Happy to discuss.

Regards

<Insert First Name of SEV>

<Insert Full Name of SEV>

Senior External Verifier

<Insert Verification Group Name>

Tel/Mob: <Insert Telephone Number/Mobile Number>

Email: <Insert Senior External Verifier Email Address>

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Dear

**Personal Development Plan (PDP)**

The sections ticked below provide a summary identifying why your submission did not meet national standards.

|  |  |
| --- | --- |
| **Non Compliance – Personal Details** | **Tick (✓)** |
| The section entitled “Name” was not completed. Please complete this section. |  |
| The section entitled “National Insurance Number” was not completed. Please complete this section. |  |
| The section entitled “Covering Period From” was not completed. Please complete this section. If following SQA guidance this should commence on the 1 August in any given year. |  |
| The section entitled “Covering Period To” was not completed. Please complete this section. If following SQA guidance this should commence on the 30 June in any given year. |  |
| **Non Compliance – Auditable Requirements** |  |
| The section “Occupational or Registrable Qualifications” was not completed. Please refer to the Guidance document for further information. |  |
| The section “Teaching Qualifications” was not completed. Please refer to the Guidance document for further information. |  |
| The section “Assessing Qualifications” was not completed. Please refer to the Guidance document for further information. |  |
| The section “Internal Verifier Qualifications” was not completed. Please refer to the Guidance document for further information. |  |
| The section “External Verifier Qualifications” was not completed. Please refer to the Guidance document for further information. |  |
| **Non Compliance – Planned Outcomes** |  |
| The section “Stage 1 – What do I want/need to learn and why?” was not completed. Please refer to the Guidance document for further information. |  |
| The section “Stage 2 – What will I do to achieve this?” was not completed. Please refer to the Guidance document for further information. |  |
| The section “Stage 3 – What resources or support will I need?” was not completed. Please refer to the Guidance document for further information. |  |
| The section “Stage 4 – What will my success criteria be? (How have I implemented my learning and impact has this had (at work/outside work?)). Please refer to the Guidance document for further information. |  |
| The section “Stage 5 – Target dates for review and completion”. Please refer to the Guidance document for further information. |  |
| Your, PDP meets the requirements, however there are some minor typographical errors which need to be addressed. |  |

**Continuing Professional Development Record (CPDR)**

The sections ticked below provide a summary identifying why your submission did not meet national standards.

|  |  |
| --- | --- |
| **Non Compliance** | **Tick (✓)** |
| **1 Identify what you need to know or do to keep your practice up-to-date** |  |
| The section “Date of Activity” was not completed. |  |
| **Identify own current performance requirements** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| **1 Identify what you need to know or do to keep your practice up-to-date** |  |
| The section “Date of Activity” was not completed. |  |
| **Identifying trends and developments relevant to your skills, knowledge and practice** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐 This relates to your entry dated <insert date> |  |
| **1 Identify what you need to know or do to keep your practice up-to-date** |  |
| The section “Date of Activity” was not completed. |  |
| **Identify and critically reflect on own beliefs and attitudes, and how these influence your own practice** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐 This relates to your entry dated <insert date> |  |

|  |  |
| --- | --- |
| **2 Find out about your current levels of performance** |  |
| The section “Date of Activity” was not completed. |  |
| **Seek feedback, collect information and reflect this against your own performance.** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐 This relates to your entry dated <insert date> |  |
| **2 Find out about your current levels of performance** |  |
| The section “Date of Activity” was not completed. |  |
| **Assess the extent of your own practice is inclusive and how well your promote equality and diversity** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| **2 Find out about your current levels of performance** |  |
| The section “Date of Activity” was not completed. |  |
| **Review and evaluate your own skills, knowledge and practice against available information** |  |
| “Possible sources of evidence” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |

|  |  |
| --- | --- |
| **3 Plan your future CPD Requirements** |  |
| The section “Date of Activity” was not completed. |  |
| **Prioritise areas of development and plan how learning and development will be achieved** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| **3 Plan your future CPD Requirements** |  |
| The section “Date of Activity” was not completed. |  |
| **Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| **4 Record your CPD to date and identify any further actions** |  |
| The section “Date of Activity” was not completed. |  |
| **Access personal development required to carry out work more effectively, and continually use a range of resources to keep own knowledge, skills and practice up-to-date** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |

|  |  |
| --- | --- |
| **4 Record your CPD to date and identify any further actions** |  |
| The section “Date of Activity” was not completed. |  |
| **Keep records of own actions, development plans and progress, use them to support and inform on-going reflective practice** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| **4 Record your CPD to date and identify any further actions** |  |
| The section “Date of Activity” was not completed. |  |
| **Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| **4 Record your CPD to date and identify any further actions** |  |
| The section “Date of Activity” was not completed. |  |
| **Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to all concerned** |  |
| “What did you do that contributed to your CPD?” was not completed. |  |
| “Insert the number of CPD hours completed” was not completed. |  |
| “Selecting what roles you undertook for this entry” was not completedAssessor/Lecturer CPD 🞐Internal Verifier CPD 🞐External Verifier CPD 🞐Occupational CPD 🞐This relates to your entry dated <insert date> |  |
| There was no evidence of standardisation in your submission.\*  |  |
| You are recorded on SQA’s system as having a VQ appointment for this academic session. You need to confirm that you have met the requirements of your occupational area of expertise in relation to the Assessment Strategy. |  |
| Your, CPDR meets the requirements, however there are some minor typographical errors which need to be addressed. |  |
| Your PDP and CPDR submission did not cover the appropriate period of time – (1 August 2017 to 30 June 2018). |  |
| No PDP and CPDR submission was made by 30 June 2018. |  |

**Standardisation**

In order to meet national standards, you must show that you have standardised with your External Verifier hat on.

The format of standardisation may include: a face-to-face meeting, telephone conversation, discussion forum, Skype, email or video conference. The pointers below may aid you to meet the standardisation requirements of the External Verifier award.

* Have you had any meetings with your Qualifications Manager and/or Qualifications Officer where you have discussed your subject in detail and agreed a route forward?
* With your Quality Assurance Logistics Officer have you sought advice, guidance or had a debate about SQA policy or procedure and how to implement it?
* Have you attended a Verification Group meeting and contributed to the debate and had action points noted against yourself, which in turn allowed you and your colleagues on your verification group to relay the exact same message to centres offering awards in your area of expertise?
* Have you reviewed a particular unit within the suite of awards that you externally verify to ensure that all members of the verification group come to same conclusion and are able to impart the same advice?
* Have you attended a meeting in SQA with other Verification Groups where a Senior External Verifier without Portfolio has been appointed? This may allow you standardise in relation to SQA policy and procedure.