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

Dear

Good to hear from you.

I am pleased to confirm that your Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) submission meets the national requirements for <Insert Verification Group Name and Verification Group Number> in the current academic session.

As you have a remit that covers more than one verification group, you will require each Senior External Verifier to sign off to their respective verification groups. Please send your submission to all your SEVs and ask them to sign off accordingly.

I have forwarded a copy of your PDP and CPDR to Appointee Management, who will keep it on file for audit purposes.

Regards

<Insert First Name of SEV>

<Insert Full Name of SEV>

Senior External Verifier

<Insert Name of Verification Group(s)>

Tel/Mob: <Insert Tel/Mob Number>

Email: <Insert Email Address>