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# Continuing Professional Development (CPD) Record

# Guidance and templates for assessors and internal verifiers of Learning and Development (L&D) Diplomas and the standalone assessor and internal verifier units

The following guidance and templates have been developed to help you as assessors or verifiers identify and put forward CPD evidence that shows you are working in line with the with the L&D unit (J3NP 47) – Reflect on, Develop and Maintain Own Skills and Practice in Learning and Development. This is a requirement of the Learning and Development Assessment Strategy.

**Guidance**

On pages 2 and 3 you will find guidance in terms of possible sources of evidence for each CPD stage. This is not a prescriptive or exhaustive list. The sequential stages of CPD are:

* Identify what you need to know or do to keep your practice up to date.
* Find out about your current levels of performance.
* Plan your future CPD requirements.
* Record your CPD to date and identify any further actions.

The CPD Recording Template on pages 4 and 5 will provide you with a recording format to assist with planning and recording your actual CPD activities.

| **Stages of CPD** | **Possible Sources of Evidence** |
| --- | --- |
| 1. **Identify what you need to know or do to keep your practice up to date:**  * Identify own current performance requirements. * Identifying trends and developments relevant to your skills, knowledge and practice. | * Requirements can be found in: Job Description s/Role Profiles, Performance Indicators, Assessment Strategies, National Occupational Standards, Awarding Body Requirements. * Keeping up to date with new Standards in Learning and Development/ Assessment/Verification by: Researching Professional Body Web Sites; attending update events; discussions with colleagues. |
| 1. **Find out about your current levels of performance:**  * Identify and critically reflect on own beliefs and attitudes, and how these influence your own practice. * Seek feedback, collect information and reflect this against your own performance. * Assess the extent your own practice is inclusive and how well you promote equality and diversity. * Review and evaluate your own skills, knowledge and practice against available information. | * What are the beliefs and attitudes you consider important for you to do your job well? Compare this against your organisation’s Values and Beliefs – how do you measure up? * Information could come from: Internal and External Verification Records, Annual Appraisal Record, Centre Feedback, Colleague/Manager Feedback, Course Satisfaction Reviews, Candidate Feedback. * How well do you apply your organisation’s/centre’s equality and diversity policies and procedures -? Research up to date legislation, carry out a self-evaluation. * Self-evaluation records may be used to identify areas where you have met performance requirements, and listing areas where you feel further development would be beneficial. Refer to Job Descriptions, Role Profiles, and Performance Indicators, Appraisal documentation etc. |

| **Stages of CPD** | **Possible Sources of Evidence** |
| --- | --- |
| 1. **Plan your future CPD requirements:**   Prioritise areas for development and plan how learning and development will be achieved.  Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice. | * Priorities could be agreed at Team/Review Meetings, Appraisals etc. Recorded in Development Plan, CPD Plans/Records. * Informing could be achieved through Standardisation Meetings, Staff Development Meetings, Course Reviews, Internal Verification Sessions, Email communication to individuals/departments. |
| 1. **Record your CPD to date ,and identify any further actions:**   Access personal development required to carry out own work more effectively, and continually use a range of resources to keep own knowledge. Skills and practice up to date.  Keep records of own actions, development plans and progress, use them to support and inform ongoing reflective practice.  Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness.  Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to all concerned. | * List your development sources i.e., intranet, attendance at Awarding Body Workshops, various on-line Forums, Trade Magazines etc. * Show the CPD activities you undertake relating to all of the stages of CPD as defined in this record. Reflect on the impact CPD is having on your practice. * Sources could include Annual Appraisal, Performance Indicators, Internal and External Verification Feedback, Colleague/Manager Feedback, Course Satisfaction Reviews, Candidate Feedback Records. * Standardisation Meetings, Internal and External Verification Sessions, Staff Meetings, Course Reviews, On-line Forums. |

# Continuing Professional Development Record (CPDR)

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| **This CPD Record belongs to:** |
| **Designation:** |
| **Covering the period:** |
| **Signature and date:** |

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| 1. **Identify what you need to know or do to keep your practice up to date:**  * Identify own current performance requirements * Identifying trends and developments relevant to your skills, knowledge and practice. * 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:** | **Date:** |
| 1. **Find out about your current levels of performance:**  * Seek feedback, collect information and reflect this against your own performance * Assess the extent your own practice is inclusive and how well you promote equality and diversity. * Review and evaluate your own skills, knowledge and practice against available information | **What did you do that contributed to your CPD:** | **Date:** |
| 1. **Plan your future CPD requirements:**  * Prioritise areas for development and plan how learning and development will be achieved * 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: *(Remember to link actions identified in stages 1 and 2 to stages 3 and 4)*** | **Date:** |
| 1. **Record your CPD to date, and identify any further actions:**  * Access personal development required to carry out own work more effectively, and continually use a range of resources to keep own knowledge. Skills and practice up to date. * Keep records of own actions, development plans and progress, use them to support and inform ongoing reflective practice * Apply new knowledge and skills to consolidate learning, improve own practice and review their effectiveness. * Share knowledge, skills and improvements to practice with colleagues where it is likely to be beneficial to call concerned. | **What did you do that contributed to your CPD: *(Remember to link actions identified in stages 1 and 2 to stages 3 and 4)*** | **Date:** |