**Specific guidance for centres on Qualification Verification expectations for**

**L&D9 D/9 DI, L&D11 and SVQs in Learning and Development**

**Continuing Professional Development**

**SQA QA Criterion 2.1:** When assessing L&D9D/9DI, L&D11 and SVQs in Learning and Development, Assessor and IV CPD records must meet the standard of the L&D 10 Unit as per [L&D Assessment Strategy requirements](http://www.sqa.org.uk/sqa/files_ccc/SVQLDAssessmentStrategy.pdf).

The standard of L&D 10 encompasses the following CPD stages:

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

External verifiers are looking for evidence that assessors/verifiers meet all these CPD stages. Assessor/IV CPD records for other occupational sectors will cover stages 3 and 4. Where this is the case, Assessors and IVs of SVQ L&D Units can supplement their existing CPD records with a personal statement to cover stages 1 and 2, or complete the SQA provided template which has been created for this purpose.

**CPD records for assessors and Internal verifiers of SVQ Learning and Development units must be compliant with Unit L&D10. Failure to comply may result in an action being agreed with a centre.**

**Choosing appropriate assessor/verifier qualifications**

**SQA QA Criterion 2.1: Centres need to be sure that assessors and internal verifiers of SVQ units hold an appropriate workplace assessor and/or internal verifier qualification, i.e., D32, D33, D34, A1, V1, L&D9 D, L&D9 DI supported by CPD activities to confirm updated practice in line with current NOS, and/or L&D9 D, L&D9 DI, L&D11. Assessors and internal verifiers who hold the HN versions of these units, i.e., Conduct the Assessment Process and Conduct the Internal Verification Process are not qualified to assess and/or verify SVQ units.**

**Cross- referencing of evidence to the national standards**

**SQA QA Criteria 4.3, 4.6: All Learning and Development SVQ units consist of performance and knowledge requirements along with specific evidence requirements for each unit. Candidate evidence must be referenced to the specific evidence requirementsElectronic portfolios must show where evidence requirements have been met and should be configured to meet this requirement. SQA provide Evidence Trackers (assessment records) for all L&D units on the SQA Secure Site. NB: *Knowledge evidence must be addressed as a separate component and not claimed from performance evidence (refer to the assessment requirements in each unit).***

**All Learning and Development units must be assessed in realistic working environments.**

**SQA QA Criteria 4.2, 4.3, 4.6: Evidence for assessor and IV units must be generated from assessment of work based (SVQ) units/qualifications. Assessment of qualifications such as Certificate of Work Readiness, Employability Awards and other taught units are not work based and, therefore, not acceptable as evidence for Units L&D9 D, L&D9 DI and L&D11. Please check with SQA if you have any doubt on the context of assessment for SVQ assessor and/or IV units.**

**NB: Achieving L&D9D/DI and/or L&D11 through assessing/verifying in-company qualifications/standards** not necessarily awarded by an Awarding Organisation.

Centres are advised to complete the following checklist where assessor/verifier candidates aim to achieve L&D9/9DI or L&D11 through [assessing/verifying workplace standards/qualifications not subject to awarding body quality assurance](http://www.sqa.org.uk/sqa/files_ccc/DP_AchievingAssessor_Verifier_Units_workplace.pdf).