



CPD for SQA co-ordinators: recommendations

1 Plan

Planning your CPD starts with honest self-assessment and consideration of what you want to achieve — for yourself and for your centre, in the current year and in the mid to long term. Your needs will be unique to you, so we can't prescribe a standard plan. This stage comes around in each cycle of learning, and should also be informed by your reflections and review of the previous cycle of CPD.

Think about what you want to achieve, the skills you need to develop and what you need to learn to do this, and how you will gain that knowledge or develop those skills.

2 Do

Once you have your plan in place, it's time to put it into action. Of course, developing yourself takes time, resources and motivation, but it does offer valuable returns to you and to the smooth running of your centre.

Not all CPD costs money either! Have you watched SQA's recorded quality assurance webinars? Do you read SQA News? Have you read this year's Systems Verification Key Messages?

Also look out for SQA CPD events. The networking opportunities offered here can be just as beneficial as the actual content of the programme.

3 Record

Whatever format you choose, it is important to keep a record of your CPD activity. Don't forget to capture unplanned or unofficial activities that have contributed to your professional development. Your CPD record should focus on what the benefits were rather than being a list of dates and actions.

4 Reflect

Reflection is key to getting the most out of your CPD. Ask yourself:

- ◆ What did I get out of this in my SQA co-ordinator role, and how will it benefit the wider assessment team?
- ◆ How will I cascade this information?
- ◆ How will I apply it in practice?
- ◆ Are there any systems or practices that I need to change or develop in my centre because of what I've learned?
- ◆ Do I need to learn more about this, or develop these skills further?

- ◆ What are the benefits for learners, assessors and internal verifiers?

5 Retain and review

While it's not a requirement for SQA co-ordinators to maintain an up-to-date record of their CPD activity, it is recognised as good practice. Keeping a record will be useful for your own reflection and future planning, as well as being an excellent way to demonstrate your input and the importance of your role in the successful running of your centre.

Don't forget to share your CPD record with your systems verifier when your centre is selected for systems verification.