



Pearson

Continuous Professional Development (CPD)

Guidance for Work Based Learning Standards Verifiers 2020-21

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CPD Guidance for Work Based Learning Standards Verifiers 2020-21 – Version 1
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What is Continuous Professional Development (CPD)?

As part of your role as a Standards Verifier/External Examiner you are required to inform us of your CPD activities relating to your role and sectors. It gives us and our centres confidence in our assessment decisions and supports Pearson to maintain national and industry standards and the integrity of our qualifications.

This document has been put together to help guide you with what CPD is and how to use it when you perform your role for us. We collect this data annually before the start of the next academic year, to ensure our Standards verifiers/External Examiners are occupationally competent, and have the relevant CPD to carry out their role for the next academic year.

CPD is a combination of approaches, ideas and techniques that will help you manage your own learning and growth.

C - Continuing

- You must demonstrate your commitment to developing your competence
- Development is continuous in the sense that you must actively seek to improve your knowledge, skills and performance within the sector area you are verifying
- Regular investment of time and learning is seen as an essential part of professional life, not as an optional extra

P - Professional

- You must show an active interest in the internal and external environment and in the continuous development and improvement of self and others
- Outcomes should reflect the relevant Sector Skills Council (SSCs), Standard Setting Bodies (SSBs), Professional/Industry body, associated Assessment Strategy, and/or regulatory requirements
- Learning objectives should be clear and concise

D - Development

- The starting point is a realistic assessment of what needs to be learnt in order to meet the demands of the ever-changing professional and

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business worlds

- Development is owned and managed by the individual, learning from all experiences, combined with reflection as key activities
- Working effectively and inclusively with a range of stakeholders, customers, teams and individuals both within and outside of the Pearson

Timeline for Submission

We are looking to collect and review all CPD submissions within the below timeline.

Activity Schedule	Start date	End date
SVs/EEs to submit CPD using online form	12/01/2021	31/01/2021
SSVs/SEEs/PSMs to review CPD and submit feedback	18/01/2021	14/02/2021
SSVs/SEEs/PSMs feedback to be sent to SVs/EEs	08/03/2021	09/03/2021

What is the CPD process?

Fundamentally, it's a question of realising objectives for development and then charting your progress towards achieving them. Your Team Leader should remind you that CPD is a requirement. You then need to submit your CPD by **31st January 2021** for each Principal Sector Area (PSA) that you have occupational competence in. The Senior Standards Verifiers/Senior External Examiners for each PSA will review and offer feedback and suggestions.

General feedback may also be offered in the 2020-21 training from May 2021.

How should I record my CPD?

Some people find it helpful to write things down in detail, while others record 'insights and learning points' in learning diaries as they go along. This helps them to assess their learning continuously. These records and logs are useful tools for planning and reflection: it would be difficult to review your learning and learning needs yearly without regularly recording your experiences in some way.

As long as you clearly identify the practical value of the things you've learned, you

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can do whatever activity suits you. The thing to remember is that records and logs are tools for planning and reflection. CPD is what you experience, learn and then apply.

What should I record?

Your development record should reflect a range of your learning and development. Anything can count as evidence as long as you show that you've learnt something from it. We recommend that you concentrate on the activities that have made the most impact on you and your role as a Standards Verifier/External Examiner and the sectors you specialise in.

Fundamentally, it's a question of setting yourself objectives for development and then charting your progress towards achieving them. It's about where you want to be, how you plan to get there and reflecting on the difference this has made to your role.

How often should I record my CPD?

This is completely up to you, however we would recommend recording it as you go to avoid trying to remember it all at the end of the year.

What constitutes CPD?

Anything that helps you to meet your development objectives could count as CPD – as long as you can demonstrate real value in your work. So, if you do something at the weekend that changes your perspective on teamwork or teaches you something about interpersonal communication, you can use it in your CPD record. If you read a journal or complete a training course specific to your sector areas, this can constitute CPD. It's about learning and development and showing how this relates to the work you're doing with us. If you feel you're benefitting and developing from something, feel free to log it as CPD.

Please note: Pearson Standards Verifier/External Examiner Training & Standardisation will not count as part of your CPD. We are looking for you to engage with CPD that maintains your sector occupational competence outside of your role and responsibilities for Pearson.

Here are some more specific examples of CPD - the following list is not exhaustive.

- Industrial updating through current job role, visits, placements, secondments or work shadowing
- Public Service and voluntary work
- Being an active member of a committee, board, or steering group related to your subject area
- Continuing education leading to a recognised qualification
- Attending conferences, exhibitions and networking events relevant to your industry (e.g. CfA annual conference)
- Attending seminars, courses or workshops, including online and CD-ROM based courses
- Lecturing/teaching/training activities inc. research, curriculum design, preparation of training materials and course delivery
- Peer mentoring, review and observation
- Peer coaching (coaching others and being coached in your subject or vocational area)
- Preparation/presentation of papers for conferences, meetings or publication
- Active participation in Sector Skills Council, employer briefings and working groups
- Keeping up to date with current affairs within the sector via television, radio, sector specific publications, books, journals and articles

Remember that CPD is in relation to what you have been actively engaged with over the past 12 months; we do not require an annual submission of full CVs, career experience and qualifications, unless these have been gained over the course of 2019 and are relevant to your work as a Standards Verifier/External Examiner in your sector(s)

Please note that some high risk sectors such as Paediatric First Aid and First Person on Scene (FPOS) have specific CPD requirements that must be met annually.

Please contact your Senior Standards Verifier, Senior External Examiner, Team Leader or the Work Based Learning Assessment Team ([web portal](#)) for further support and guidance.

What do I need to do?

We recommend you review your learning over the previous 12 months and set your development objectives for the coming year. Reflecting on the past and planning for the future in this way makes your development more methodical and easier to measure. You may already be doing this as part of your development review with an employer.

We require you to submit a log of your CPD, via an online form which will be emailed to you. The form that you complete will depend on the number of different PSAs that we require CPD submissions for. This will have been stated in an email to you.

If you have obtained any of the following, please submit these to aarecruitment@pearson.com:

- certificates for any relevant qualifications as you gain them throughout your time – this may include accredited Assessor and Verifier qualifications or any equivalent qualifications if you are an NVQ or SVQ Standards Verifier
- certificates for training events
- any other relevant certificated courses relevant to the role

How much CPD do I need to do?

We have set Pearson standards for CPD for the various different programme areas. We've tried to keep them as similar as possible where appropriate but for Work Based Learning Standards Verifiers & Higher Education External Examiners the CPD requirements are set by us and by relevant bodies, which have been amplified by our Senior Standards Verifiers/Senior External Examiners in annual training. For details on the minimum required CPD hours please refer to the [Sector Groupings by PSA document](#) available on AA Gateway.

Insufficient CPD

You must be able to demonstrate that you meet the minimum requirements specified either by Pearson or the relevant sector specific requirements in relation to the Standards Verifier/External Examiner role.

If your CPD evidence has been deemed as insufficient or 'Further CPD required' for this sector, you will be required to undertake further CPD activities which you must include in your CPD submission for next year. Failure to complete sufficient CPD within your sector and to therefore demonstrate occupational competence for 2 consecutive years will result in the removal of your sector flag(s).

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If you do not submit your CPD, this will also result in the removal of your sector flag(s). Please therefore do inform us via our [web portal](#) as soon as possible if you are unable to meet any deadlines so that we can support you through this process.

CPD requirements

- Up to date and in depth knowledge of the current National Occupational Standards / Apprenticeships including technical certificates at the level being flagged for and any future development / amendments to the National Occupational Standards
- CPD having taken place specifically for your PSA – which could be through a number of variations, i.e. a training course, voluntary work, forums and others
- CPD through seminars, workshops, meetings, coaching, self-directed learning and appropriately logged with what has been learnt and numbers of hours spent should be logged. Obviously not all of these methods need to be logged or used within one year but can be used across a periods of time
- CPD showing knowledge of current PSA practice and emerging issues within your PSA sector. (This could be across various industries e.g. retail, hospitality, business administration etc.)
- Remaining competent through working within your PSA – this could be through private life / voluntary work / paid work (not all SVs/EEs will do this but it is a good way to keep competence current)
- Other requirements set by Pearson to ensure the integrity of Pearson qualifications

Occupational Competence

- Current up to date knowledge of teaching and learning that is pertinent and relevant to your PSA role and the industry
- Current up to date knowledge of assessment and verification practice that is pertinent and relevant to your PSA roles and across the wide scope of environments the qualifications are delivered in
- Relevant and credible experience in your PSA across the breadth of the National Occupational Standards at the level being verified
- Hold appropriate Assessor, Internal Verifier and Standards Verifier qualifications (e.g. V1, V2, D34, 35, 36 etc) (some exemptions apply)
- Knowledge/experience of teaching, coaching would be advantageous but not essential
- You must demonstrate high levels of communication and interpersonal skills

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Submission forms

Advice & Guidance	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUMU42WVc1TkVGS0ZOWjJVWVFMVJXMDfVVi4u
Business Skills	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUNDDBN0RCUDQzT1JBTDFtZyXTTVLUE1LQI4u
Care Services (Health and Social Care)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUND0FPQUdXOUtVTKZIT1RPTIhZOUw3UK9UNy4u
Childcare & STLiS	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUMTUwSFBPWkpXmKvHUTNYNUZVOfBLUKJBMC4u
Construction	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUME41UjQwQIRUNDdRVFVWUoXNUtHWFg00S4u
Creative Digital Media	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRURTZaMk9MOUo5Tlk4SU81TEwXmJdJUE03Ry4u
Customer Services 4+	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUNDZVRU5UMTNQSTFVvzk1M1pJNUY5VjIKTi4u
Education and Training	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQkZMNjFNNTAyUjBHSU9QTUdTWEG4SDZGWC4u
Emergency Care Services	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUMjNHUFMzWFM2RzZVQ0xWNIIYUVhJUIEYRS4u
End Point Assessors	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRURUIMVIZVOfc1WTJaTIBWRk4wTEZXQjhESi4u
Engineering	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUM1ICNIINUDVLNlo2RDUwWTRZSzfVvVlINS4u
Entry Level (Foundation Learning)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQlg1SkFKRFZOT01DVIZUFhBVVFYVDM3TS4u
Environmental and Land -based	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRURUVGSVUyVvVoxR1dWNIBVN0dCQTBXMVdIVy4u
FAD	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUNDjM5R1hOV1c1RUIXNFJIWVNJVTFaOEFZMi4u
FPOS	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUNTZIWhQODBORUtVQTRDQVhYQk9PNVozSi4u
Goods, Warehousing, Logistics and Transport	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUMEZCODg1VFZSUjhQREkxNzJBUERBVFJOUi4u
HAS Business Administration (NVQ & BTEC)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUMEG2RzIFOEILVVJHOTNJUIldGNFc0OVQ1TS4u
HAS Management (NVQ & BTEC) and Strategic Management	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQ0xYV0JBTOVFNTE3RONHSE9ENzA4ODFGOS4u

HE Fire and Fire, Police, and Safety Services (FPSS)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUURUxCUURTNksZT1NXWEdOS1UxVURXVUJLRC4u
Hospitality, Cleaning, and Facilities Services & Management	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQVBaNJdTERORzI4U0IHQTk4NTBIQOpVSS4u
Health Service Sciences	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQVBQOVJUN0dLWU8xMzKxVUNPSzNDRjE0Qy4u
ITQ & ProCom	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRURDIJSDVJRkNGRUpRVIMxQzKxVIM3TTM3SC4u
Learning and Development	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUMEdPWFFMQzVSSzNJMDc5VE9PWDFDNEIBUS4u
Learning Development and Support Services (LDSS) (Childcare)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQVVNQjk5TTRCODUwMIIlV0k4RlhXNKIUQy4u
Providing Financial Services	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUOTVDVVJEMkNTNEczRkdUUTBWN081R1FYVC4u
Recruitment	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUOUU0VEs4VFZTTc5R1UVUxXMjVXSk1QRS4u
Retail	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQ0IJVTg3R0Q5VjNjTFhYRkpHTEtUSVZCRS4u
Sport, Coaching and Playwork	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUNUswQTgzN0dKSVE4SzZMM1NORVdUS1Y2NS4u
Security (NVQ & BTEC)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQjNUTU1GOUo1WIZSNjg2V0wzQIVHTFM4OS4u
WorkSkills, and Personal and Social Development (Foundation Learning)	https://forms.office.com/Pages/ResponsePage.aspx?id=1zTEjNCX00e1xRT-DjPjSzUBOfUSmKdMslI0OXWOZkRUQkNDN1IEOEF00EJLUkdDQkJQsZy1NU5YTS4u

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