



Pearson

# Continuous Professional Development (CPD)

## Guidance for Work Based Learning Standards Verifiers & Higher Education External Examiners 2016-17

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**CPD Guidance for Work Based Learning & Higher Education Standards Verifiers 2016-17 - Version 3**

7<sup>th</sup> March 2017

# Contents

<b>What is Continuous Professional Development (CPD)?</b>	<b>3</b>
<b>What is the CPD process?</b>	<b>4</b>
<b>What should I record?</b>	<b>4</b>
<b>How often should I record my CPD?</b>	<b>7</b>
<b>What constitutes CPD?</b>	<b>7</b>
<b>What do I need to do?</b>	<b>8</b>
<b>How much CPD do I need to do?</b>	<b>8</b>
CPD requirements	9
Occupational Competence	9

# 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 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 academic year, to ensure our standards verifiers are occupational competent, have the relevant CPD to carry out their role for the proceeding academic year.

CPD is a combination of approaches, ideas and techniques that will help you manage your own learning and growth. The focus of CPD is firmly on results – the benefits that professional development can bring you in the real world. Perhaps the most important message is that one size doesn't fit all.

## 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, and/or associated Assessment Strategy 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 business worlds

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- 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	31/03/2017	21/04/2017
SSVs/SEEs/PSMs to review CPD and submit feedback	26/04/2017	26/05/2017
SSVs/SEEs/PSMs feedback to be sent to SVs/EEs	05/06/2017	16/06/2017

## 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 21<sup>st</sup> April 2017 for each Principal Sector Area (PSA) that you have occupational competence in. The Senior Standards Verifiers/Senior External Examiner for each PSA will review and offer feedback and suggestions.

General feedback will be offered in the 2017-18 training from May 2017.

### *How should I present my CPD?*

Some people find it helpful to write things down in detail, while others record 'insights and learning points' in their 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 in some way your experiences.

As long as you clearly identify the practical value of the things you've learned, you 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! The great thing about CPD is that you can enter your learning as often as you like. Some people will enter their records once or twice a year after keeping a kind of 'diary' of events, while others will enter a new record every time the learning occurs; daily, weekly, monthly. Experiment with the different approaches and see which one suits you and your situation.

## 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 2016 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 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 (email: [btecdelivery@pearson.com](mailto:btecdelivery@pearson.com)) 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, to submit your CPD. 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](mailto: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.

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.

## 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 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 External 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

