



# CPD Submission Form: Quick Guide

**November 2017 v 2.1**

## Introduction

This is a quick guide intended for use by Standards Verifiers (SVs) and External Examiners (EEs) when submitting details of the Continuous Professional Development (CPD) for their Principal Sector Areas (PSA).

The Sector Skills Council (SSCs), Standards Setting Bodies (SSBs), Professional/Industry body, and/or associated Assessment Strategy requires professionals within each sector to complete a predetermined number of CPD hours throughout the year to maintain their level of knowledge and competency. Pearson is required to confirm that you have maintained your professional development throughout the year within each PSA for which you hold an SV / EE role.

You are therefore asked to complete and submit details of the CPD you have completed in relation to all sector(s) for which you carry out the role of SV / EE. This information will be shared with your SSV(s) / SEE(s) who will provide you with comments and feedback of the CPD completed and in consultation with Pearson determining whether you have the required level to continue in the role.

Please follow the below steps to complete and submit your completed CPD.

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**31<sup>st</sup> October 2017 DCL2 - Internal Use Only**

## Timeline for Submission

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

2 <sup>nd</sup> January 2018	Request CPD from SVs / EEs
2 <sup>nd</sup> January to 22 <sup>nd</sup> January	SV / EE CPD submission window open
15 <sup>th</sup> January to 23 <sup>rd</sup> February	CPD review window by SSVs, SEEs and PSMs
5 <sup>th</sup> March to 9 <sup>th</sup> March	Comments forwarded to SVs / EEs.

## Guidance

### A) Continuous Professional Development requirements

You will have received an email from [svreports@pearson.com](mailto:svreports@pearson.com) (subject line: 2017 CPD Submission Required for Review) detailing the Principal Sector Area(s) for which you have been flagged as an SV / EE. In some cases this will be more than one PSA.

#### Step 1 Identify Principal Sector Area(s)

Within the email you will have information on the sector areas which you will need to provide an account for CPD completed

#### Step 2 Identify Requirements

Using the CPD [Sector Groupings](#) document identify the minimum hours required for your sector or sectors enclosed within your email (subject line: CPD Submission Required for Review).

Please Note: If you have been recruited and flagged for more than one sector you will need to submit sufficient details of CPD for all sectors. Details of how to do this can be found in section 2.B, step 3a.

### B) Completing the online CPD form

Your email will contain a link to the online form which you will be required to complete. Please refer back to your email for this.

#### Step 1 Open online submission form

Open the link contained within your email. You will be led through to the online form, the first page of which will appear as in figure 1.

#### Step 2 Complete your details

Please ensure the required details are correct, including your Associate number which can also be found in your email. Click Next.

**Pearson**

## CPD Submission Form

For guidance on completing this form and further information on the CPD review process please have a look at our [Quick Guide](#) and [CPD Handbook](#).

All fields marked with \* must be completed before submitting this form

Associate number \*   
This will be 6 digits and included in your email.

Full name \*

Next

**Figure 1.** First page of the CPD Submission Form

### Step 3 Complete 1st CPD entry

On the next page you will be asked to complete details of your first CPD entry. This should relate to one activity carried out (e.g. course attendance, extended period of study, lecture attendance).

**Please Note:** You should not include all the CPD you have completed in one entry. You will be given the opportunity to make up to 10 entries using this form.

#### a. Dates and time completed

The first step is to define the start and end date of the activity. You will also need to include the number of hours completed, or to be completed. This should be entered in the first three sections of the form as seen in figure 2.

### CPD Entry 1

Through this form you will be able to make up to a maximum of 10 individual CPD entries relating to the PSA you have been flagged. An individual CPD entry could be related to:

- attendance of a training course
- study for a qualification
- reading of academic papers

Please restrict yourself to one individual CPD entry per page. You will be able to make further entries on subsequent pages.

Start Date \*

End Date \*

Total hours \*   
Provide total hours completed

**Figure 2.** Date and hours completed.

#### b. Details of activity completed

The subsequent section asks for you to complete details of the activity undertaken. Please include relevant information here.

The form consists of four rows, each with a text prompt on the left and a text input box on the right. The prompts are: 'What CPD have you undertaken in the last year? \*', 'Why did you do this? \*', 'What key things did you learn from this? \*', and 'How have you applied this to your role of SV \*'. Each input box has a small icon in the bottom right corner.

**Figure 3.** Further information about CPD completed.

**c. Identify sectors relevant to this CPD entry.**

If your email contained **1 Principal Sector Area (PSA)** please select this option for each entry you make.

If your email contained more than one PSA you will need to identify which sector(s) this CPD entry relates to. It could be relevant to one or more sectors for which you have been flagged and it will be down to your discretion as to which areas you believe this relates to.

SVs / EEs flagged for between **2 and 5 PSAs** you will have the option to use the dropdowns as indicated in figure 4.

SVs / EEs flagged for **6 or more PSAs** will need to copy the relevant PSAs into the free text box. Please ensure these are as defined in the email.

The form is titled 'Which Sector Area(s) does this CPD relate to?' and includes a sub-instruction: 'When making your selection please ensure you only include those as seen in your email.' Below this are five rows, each labeled '1. Sector Area \*' through '5. Sector Area', with a dropdown menu to the right of each label.

**Figure 4.** You can select up to 5 PSAs for which this CPD entry is relevant if applicable.

**Figure 5.** Where you have been flagged for 6 or more PSAs you will need to include all relevant PSAs in the free text box available.

#### Step 4 **Submitting subsequent entries**

You will be able to submit up to 10 CPD entries using this form. At the end of each entry you will be given the option to provide more entries (figure 6).

Select 'Yes' to make further entries, select 'No' if you have no further entries to make.

Once you have made your selection click *Next* and you will be directed to either a new entry page or the submission page.

**Figure 6.** Selecting subsequent entries if required.

#### Step 5 **Submitting CPD form**

Once you have completed all entries you wish to make and selected 'No' from Step 4, you will be directed to the submission page.

You must check the robot box and click submit, on the submission page (figure 7).

**Figure 7.** Check the box confirming you are not a robot and then Click the submit button

**Please Note:** You will then see a message informing you that your form has been

submitted. If you do not click submit before closing your browser we will not receive the information you have included and you will need to go through this process again.

## 4. FAQs

**This section should cover some of the questions you may have relating to the submission of CPD.**

### **Where can I find out the CPD hours for my Principal Sector Area(s)?**

CPD hour requirements can be found in the [Principal Sector Areas](#) Grouping document.

### **Which sectors do I need to include in my CPD submission form?**

You only need to include CPD relevant to the sectors detailed in the email you received. If you have completed CPD which relates to the sectors detailed as well as other sectors not detailed in your email this should also be included in the CPD submission form.

It will also help if you state which sector area (or sector flag) the CPD you submit relates to, such as if you select Health Service Sciences as the PSA then please confirm if it relates to Pharmacy, Pathology, Optical etc. You can state this anywhere on the form. It's important to submit CPD relevant to each of the sector flags which you hold within each PSA.

### **Do I need to submit separate forms for different sectors?**

No – if you have been identified for more than one sector you can include all relevant information in one form for up to 10 CPD entries.

However, you must indicate which sector area the CPD entry relates to by using the drop-down sections in step 3c.

### **I have been identified for more than one sector, can I just submit CPD relevant to one sector?**

No – You should submit CPD relevant to all sectors detailed in your email. Please be aware if you do not submit sufficient CPD entries you may not be able to carry out the role of SV / EE.

You can indicate whether the CPD entry is relevant to one or more sector areas when completing the form.

### **Do I need to submit all the CPD I have completed in the year?**

No – you will only need to submit CPD relevant to the sectors included in your email.

### **Can I make amendments once I have submitted my form?**

No - You will not be able to make amendments to the form after you have made a submission. If you have submitted incorrect information please email details of the amendment required.

### **What if I have more than 10 CPD entries to make?**

If you have more than 10 CPD entries please follow guidance within the form which will direct you at the appropriate stage.

### **Can I have a copy of my CPD submission?**

You will receive a copy of your CPD submission details once we have received and reviewed comments from your SSV / SEE. This may take around 2 months from the date of submission. If you

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would like to make a copy of your submission we recommend you copy and paste the information into a document (word or excel) as you progress.

**What happens if my CPD is not sufficient for the role?**

Please do complete the CPD form providing as much evidence as possible. Once the information has been reviewed your Subject Leader will contact you accordingly.