

**Validation Guidance Note X**

**Format for submitting an abridged CV for validation and review events**

CVs are required for all staff who will contribute to the delivery of the programme. The CVs will allow the validation (or review) panel to determine that the programme team has the right balance of subject expertise, familiarity with pedagogic principles and course management experience. This CV format has been developed to support quality assurance activities and is not used for other purposes.

Please do NOT delete sections where there is no information to include. Please leave them blank.

Please note ‘recent’ usually means within the last five years.

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| **1) PERSONAL DETAILS** | | | |
| Surname followed by First name(s) | Post(s) at SGUL: the most recent first | Institute/Department: | Date(s) of appointment: |
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| **2) QUALIFICATIONS** | | |
| HE qualification below a degree | Awarding Body | Year |
| First Degree, Class and Subject(s) | Awarding Body | Year |
| Postgraduate qualification (Masters, PgDip, PgCert) | Awarding Body | Year |
| Doctorate | Awarding Body | Year |
| Other | Awarding Body | Year |

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| 3) PROFESSIONAL QUALIFCATIONS | | | |
| Organisation[s] (i.e. Nursing and Midwifery Council) | Details (e.g. Registered health care professional) | Start Date | End Date |
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| **4) MEMBERSHIP OF PROFESSIONAL ORGANISATIONS / INSTITUTIONS**  Under the headings below please list membership of professional bodies, subject associations, learned societies etc relevant to the programme. Please enter the most recent first. | | | | |
| Organisation[s] eg Advance HE | Membership Status (Member, Fellow etc) | Recent Activity (i.e. are you an active and recognised contributor) | Start Date | End Date |
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| **5a) TEACHING EXPERIENCE** Up to five posts listed separately, the most recent first | | |  |
| Post | Institution | Start Date | End date |
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| **5b) ACADEMIC LEADERSHIP**  List current, then recent, positions such as Head of Department/Centre, Course Director, year lead, admissions tutor, chief or responsible examiner, module leader | | | |
| Position | Details | Start Date | End Date |
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| **5c) INTERNAL COURSE DEVELOPMENT**  Outline recent involvements in the development of new or revised programmes, courses, pathways, modes of delivery or modes of assessment. | | | |
| Position | Involvement | Start Date | End Date |
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| **6) OTHER RELEVANT EXPERIENCE** e.g. visiting lectureships, participation in validation or review events are SGUL or elsewhere, consultancy. Posts listed separately, the most recent at the top. | | | |
| Post | Employer | Start Date | End Date |
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| **7a) EXPERIENCE OF EXTERNAL EXAMINING**  List appointments, current and then recent, including research and taught programmes. | | | | | |
| Subject | HEI / Professional Body | Taught / Research | UG / PG / Other | Start Date | End Date |
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| **7b) EXTERNAL INVOLVEMENT WITH QAA OR WITH OTHER PROFESSIONAL BODIES (GMC, HCPC, NMC)** | | | |
| Type of Involvement (i.e. Subject Reviewer / other) | Involvement | Start Date | End Date |
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| **8) OUTLINE OF COMPLETED RESEARCH FOR MASTERS OR DOCTORAL DEGREE** | | | | |
| Degree | Title of Research | HEI / Sponsor | Start Date | End Date |
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| **9) OUTLINE OF RESEARCH** |
| Are you actively engaged in Research? **Yes / No** |
| If yes, please summarise your area of research interest. |

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| **10) PUBLICATIONS** | | | |
| List publications (articles, chapters, conference papers, conference presentations etc): | | | |
| Type | Title | Where published | Date |
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| **11) Measures of research esteem** (eg grants, collaborations, supervision of research students) |
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| **12) STAFF DEVELOPMENT**  List the most significant recent activities (give year) you have engaged in as part of your own Continuing Professional Development (CPD) with regard to the currency of your subject or pedagogy | | | |
| Activity | Internal / External | Start Date | End Date |
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