

Audit of Staff Qualifications, Experience and Training Needs.

Name: _____

Diploma Line: _____

Notes for Completion

Please:

- Complete one sheet per member of staff you expect to be involved in the delivery of your diploma line. (This may include support and/or non-teaching staff)
- The highest **relevant** qualification should be given.
- Tick the 'Recent' column if the activity/qualification has been undertaken/completed in the past three years.

Qualifications	Title of Qualification / Activity	Level	Relevant	Recent
Academic e.g. degree				
Generic Teaching e.g. B.Ed, Cert.Ed., 7407				
Professional				
Assessor / Verifier				
Subject Specialist: Literacy / Numeracy and/or ICT				
Other relevant qualification(s)				
CPD activities				

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Name: _____

Diploma Line: _____

Qualifications	Title of Qualification / Activity	Level	Relevant	Recent
Industrial/Professional Experience (include IV/EV)				
Other relevant skills and/or experience e.g. speak Spanish – Travel & Tourism				
Training Needs identified to date:				