**Biography Template for PD:Approval Endorsement Submissions**

Please complete a Biography Template for **each member** of your training team (author, tutor, assessor, IQA), **completing all the fields in all 4 sections.** Thenupload them to your Submission form, together with certificates as proof of the qualifications and continuing professional development (CPD) achieved.

|  |
| --- |
| **SECTION 1**  |
| **Today’s date** |  |
| **Name** |  |
| **Organisation** |  |
| **Email** |  |
| **Telephone** |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 2** **Role in training programme** (Select all roles you will be performing for the programme/s that have been submitted) | Author |  |
| Tutor |  |
| Assessor |  |
| IQA |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 3** | **Title of qualification/CPD programme** | **Date achieved** | **Name of institution** |
| **Education and qualifications** |  |  |  |
| **Industry vocational qualifications** |  |  |  |
| **Any other relevant training**(including CPD programmes) |  |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION 4 Relevant experience as an industry professional and in carrying out the roles you have indicated in Section 2** | **Date from** | **Date to** |
|  |  |  |
|   |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |