



Application ID: .....  
..... School

Date: .....

Dear .....

I have now had a chance to have a good look at your application and would like to confirm some of the details for the visit.

As we discussed by telephone, I will visit your school as part of the verification of your Quality Mark for CPD Leadership application on .....

We agreed that I will arrive at ..... I would like to spend the first hour looking at the evidence cited in the application and would like about 30 mins with you to discuss your application. Please have your copy of the application and any evidence available at the start of the visit. I will also want to speak to staff and I will aim to talk with a representative group from your workforce (suggest no more than 6 people and allow 10 to 15 mins per person). A room where we can hold our discussion, look at the evidence and meet with staff without interruption would be helpful if it is available.

After a short period of time to consider the recommendation (about 15 mins), the visit will conclude with a verbal feedback session, where we will have a chance to clarify the outcomes of the visit. I anticipate that the visit will conclude about ..... and the final meeting will be at approximately .....

I should be grateful if you would send me a provisional programme when this has been put together, including approximate timings and together with the name and role of any staff who I will be meeting. The week before the visit will be fine. It would be helpful if you could brief staff about the purpose of the visit.

Should you need to discuss anything further, I can be contacted using the details below.

I am very much looking forward to meeting you and hope you will find the experience helpful and constructive. Please note the emphasis should be on informality. My visit will concentrate on helping you towards a successful accreditation.

Yours sincerely,

CPD Quality Mark Verifier

Direct Telephone Line: .....

Mobile: .....

Email: .....