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| --- | --- | --- |
| **Evidence**  | **Optional /****Mandatory**  | **Check**  |
| **Delivery** (Evidence that the learner attended at least 70/80% of the planned teaching) | At least **one** of these per learner |  |
| Delivery / Training Plan  |  |
| Attendance Registers  |  |
| Teaching schedule  |  |
| **Assessment** (Evidence that the remaining 20-30% of the qualification was attempted as at least 70/80% of the assessment criteria were completed and competent).  |
| Formative activities  | At least **one** of these per learner |  |
| Class notes by teacher on the learners performance and participation  |  |
| Class notes by the learner made during teaching periods (student book) |  |
| Online tests used as a warm up activity  |  |
| Partially completed summative activities  |  |
| Assessor Declaration – Witness Statement  | Optional  |  |
| Assessment Plans highlighting any adaptations  | Mandatory  |  |
| Evidence of at least 70/80% completed units | Mandatory |  |
| Evidence that the core/mandatory sections of the qualification have been completed. | Mandatory |  |
| Assessment checklist for each learner | Mandatory  |  |
| CoPE Level 1 – 3 and Student Book for AoPE Level 1-3 (or PDP) | Mandatory  |  |
| PP – Evidence Transcripts 2020 or Unit Transcripts 2012 | Mandatory  |  |
| Employability – mandatory core units complete  | Mandatory  |  |
| **Internal Moderation**  |
| Internal Moderation Report  | Mandatory  |  |
| Evidence that the centre standardised the results (by comparing the evidence to previous cohorts – can be included in the IM report).  | Mandatory  |  |
| Internal Moderation action follow-up to assessors  | Optional  |  |
| Minutes of the IM meeting  | Optional  |  |
| **Other Documentation** |
| Head of Centre Declaration Form  | Mandatory  |  |
| Candidate Registration Form with highlighted units  | Mandatory  |  |
| Agreed Reasonable Adjustment (if applicable)  | Mandatory |  |
| Granted Special Consideration (if applicable)  | Mandatory |  |