

Centre Guidance & Information Programme Workshop Resources

Internal Quality Assurance Combined Sampling and Reporting Template



PART OF **nocn** GROUP

To be completed at the beginning of each planned course

Centre/ Venue	
Qualification	
Units	
Course delivery dates	
Tutor/Assessor	
Internal Quality Assurer	

Qualification to be completed by			Agreed activity and additional actions	Please list and give dates
Hand in date:	Proposed	Completed		
Final IV date	Proposed	Completed		
Learners on register to be sampled			Changes to sample	Date and signed
Any agreements or changes arising from Pre-Quality Assurance or ongoing Internal Quality Assurance			Please give dates	

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Sampling of learners to be given to assessor will be by number on register that is for example 1st and 4th. If that learner does not submit by the agreed final IQA date then the IQA will choose another learner and indicate on the sampling record sheet.

Any learners who submit late (on agreement) will be noted on the appropriate sheet and IQA'd where possible by the original IQA

Please include units which are to be delivered	Unit						
Learner	Proposed Hand in date	Assessed	Work sampled	Obs	Feedback to assessor	EQA	Qual achieved

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Learner	Proposed Hand in date	Assessed	Work sampled	Obs	Feedback to assessor	EQA	Qual achieved

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Summary of actions taken to Standardisation		
Unit	Action	Date of Meeting

Internal Quality Assurer:

Date: