

Quality Assurance Performance Review Check List



Please keep this check list at the front of your Centre Course file, and tick off the documents as they are added to your file for easy reference for yourself and the Quality Assurance Officer. Records for all courses must be kept for a minimum of three years.

Information is included in your Approved Assessment Centre Manual. Quality Assurance Officers will look at your originals or copies of:

Course Outline and/or Scheme of Work - For all the qualifications delivered. This should include the correct number of guided learning hours and where learners will be recognised for prior learning.

Attendance Register - Evidence of hours attained.

Learner Registration - Details received from Sports Leaders UK and sent to the Centre Course Manager.

Internal Assessment Record - Completed record including supportive notes, either one of the three templates from the Tutor Resource or one of your own design meeting the same information. This document must have been completed for historical courses, and be up-to-date for current courses.

Internal Verification Record - Completed and signed by the named Internal Verifier, including supportive notes (available in the Tutor Resource). This document must have been completed for historical courses, and be up-to-date for current courses. 20% of learners or a minimum of three to be sampled against one unit of the qualification.

Independent Assessor Form - Retain 10% of learner's forms on each course, or a minimum of three/maximum of 10.

Learner Minimum Evidence - Retain 10% of learner's minimum evidence on each course, or a minimum of three/maximum of 10. At least one piece of evidence from each learner for each unit. See Tutor/Assessor Minimum Evidence Guide in the Tutor Resource.

Copies of First Aid and National Governing Body Award Certificates - Where applicable (Please see the Tutor Resource for First Aid requirements). A learner list of achievers on headed paper from the HSE First Aid provider is also acceptable.

If possible the Quality Assurance Officer would like to see practical leadership, or speak to a group of learners for up to 20 minutes during their visit. Your Quality Assurance Officer will also check the safe storage of records, and the location and application of policies and insurance.