

# External Verification Performance Review Check List



**Please keep this check list at the front of your evidence file, and tick off the documents as they are added to your file for easy reference for yourself and the External Verifier.**

Information is included in your Approved Assessment Centre Manual - Page 20, 4.2.3 CCM and the External Verifier.

External Verifiers will look at your originals or copies of:

**Course Application** - Please retain a copy for your records.



**Course Outline/Scheme of Work** - For all the qualifications/awards delivered. Must be complete and available on the day.



**Attendance Register** - Evidence of hours attained.



**Candidate Registration** - Details received from Sports Leaders UK and sent to CCM.



**Internal Assessment Plan** - Completed, including supportive notes (available on CD Rom from Tutor Resource Pack, and on the website). This document must be completed for historical courses, and be up-to-date of visit for current courses.



**Internal Verification Plan** - Signed by your named Internal Verifier, including supportive notes (available on CD Rom from Tutor Resource Pack, and on the website). This document must be completed for historical courses, and be up-to-date of visit for current courses.



**Internal Verifiers Report Form** - Available on CD Rom from Tutor Resource Pack, and on the website. This document must be completed.



**Photocopies of Evidence** - For example, samples of completed Log Book pages from candidates and staff, candidate's worksheets, photos, videos, self-evaluation sheets, Q&A evidence, course files, workbooks and any other supportive evidence you may have.



**Copies of First Aid and National Governing Body Award Certificates** - Where applicable (Level 2 Award in Community Sports Leadership, Level 3 Award in Higher Sports Leadership, and Level 2 Award in Basic Expedition Leadership only).



If possible the EV would like to see practical leadership, or speak to a group of candidates for up to 20 minutes during their visit.

Verifiers will also check

- The secure storage of records.
- The location and application of policies and insurance as indicated during the accreditation visit.