Assessor

Induction Checklist Please complete form in block letters

Supporting Excellence

Please photocopy as necessary

Assessor name

Date of commencement at centre

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Signed by assessor** | **Date** |
| **1** | **Provided:** CV and qualification certificates to prove required occupational competence at the appropriate level |       |       |
| **2** | **Provided:** original certificate which was checked and photocopied. Original returned and EQA-validated photocopy kept in centre records |       |       |
| **3** | **Received:** the centre organisation chart |       |       |
| **4** | **Received:** the centre equality of access policy |       |       |
| **5** | **Received:** centre assessment procedures, recording documentation and qualification standards |       |       |
| **6** | **Received or know where to access:** relevant qualification updates |       |       |
| **7** | **Received or know where to access:** City & Guilds’Guidance documents |       |       |
| **8** | **Received:** information about allocated learner(s) |       |       |
| **9** | **Received:** a copy of the assessor and learner induction programmes and packs |       |       |
| **10** | **Received:** information on the processing of records for registration and certification of learners |       |       |
| **11** | **Received:** list and dates of compulsory standardisation meetings/activities |       |       |

 Signed by new QA

Date

 Signed Development Officer       Date