

Assessor Induction Checklist

Please complete form in block letters



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 _____