

Learner Interview Record

Internal Quality Assurance



Please complete form in block letters

please photocopy as necessary

Learner name _____ Qualification & Level _____

Assessor/QA name _____ IQA name _____

Following your Induction how quickly did you commence assessment activities with your assessor?	
How did the Induction help you towards your qualification?	
How has your prior experience and learning been considered/used towards the qualification?	
How was any training you needed provided? What was the training?	
Was equal opportunity law and policy explained to you? Did you understand it?	
Was the process of getting your qualification explained to you? If so, what do you understand this process to be?	
Did you draw up a plan to achieve the qualification with your assessor?	
Does your assessor involve you in assessment planning in advance?	
When, where and how does assessment take place?	
What types of evidence have you collected so far?	
Do you understand what aspects of your qualification the evidence covers?	

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How soon after you started was your first assessment?	
Who assesses your evidence? Does anyone else see your portfolio?	
How often do you see your assessor? Do you feel this is often enough? If not, how often would you like him/her to visit?	
Does your assessor give you feedback after the assessment? Is this feedback in written form?	
What units have you completed so far? Have you signed any documentation to confirm completion?	
What kind of help and guidance have you received to put your portfolio together?	
Do you think the qualification will help you in your work now and in the future?	

I agree that the contents of this form may be shared with my assessor

Learner Signature _____ Date _____

IQA Signature _____ Date _____