

Development Officer Final Portfolio Qualification Report



Please complete form in block letters

please photocopy as necessary

Development Officer Name _____

Assessor Name _____

Internal Quality Assurer Name _____

Learner Name _____

Learner City & Guilds Enrolment Number

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Qualification & Level _____

	Yes	No
The portfolio is clearly sectioned and easily accessed. An effective referencing system is in place.		
For unqualified assessors the assessment decisions have been countersigned by a qualified assessor.		
The learner resumé, initial assessment agreement, access to appeals and witness status and participants list are complete.		
There is complete evidence of the assessor being active in the full assessment cycle (from planning to review and feedback).		
The assessor records of assessment decisions are complete and accurate.		
All key documentation is dated and signed.		
The qualification/unit summary achievement sheet is complete.		
Assessment process documents are complete and available for storage in centre records		
The DO has sampled the portfolio and agrees with the IQA's decisions. Please initial and date in red all PRF and Evidence Records sampled.		

Feedback and future action for IQA (if any)	Plan achieved

Development Officer signature _____ Date _____

Please return a copy of this Report to the ATS office.