

# Development Officer

## IQA Sampling and Standardisation Record



Please complete form in block letters

please photocopy as necessary

Name of Development Officer \_\_\_\_\_

Name of IQA \_\_\_\_\_ Date of Sampling \_\_\_\_\_

### Efficiency in Sampling

|                                   | Comments | Action required | Guidance Notes   |
|-----------------------------------|----------|-----------------|--|
| <b>Learners</b>                   |          |                 | Have they all been sampled?<br>Are they all on the plan?                             |
| <b>Assessors</b>                  |          |                 | Is sampling consistent with status of Assessor?                                      |
| <b>Methods</b>                    |          |                 | Have they all been sampled?  |
| <b>Evidence</b>                   |          |                 | Has Validity/Authenticity/ Sufficiency been covered?                                 |
| <b>Records</b>                    |          |                 | Has Planning/Review/ Feedback been sampled and other records checked?                |
| <b>Assignment locations/sites</b> |          |                 | Is IQA feedback present, samples are across different work sites as appropriate etc? |

### Quality of IQA CPD/QA Portfolios/Records

|   | Comments | Action required |
|---|----------|-----------------|
| <b>Assessor records</b><br>(inc CPD review and observation) |          |                 |
| <b>Master copies</b>  |          |                 |
| <b>CPD Section</b><br>(inc CPD and standardisation)         |          |                 |
| <b>Policy and procedures</b>                                |          |                 |

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| <b>Feedback to IQA:</b><br><br><br> |
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**Please return a copy to the ATS office**