

Practical Units Guide

Please collect as many of the following documents. You do not need to collect all the documents. It is however vital for you to demonstrate working with at least two assessors. There should be evidence of planning, sampling, giving feedback, standardisation and CPD records as a minimum. Please use the last column to indicate the documents you have collected.

1	CV (Demonstrating Occupational Competency)	
2	Relevant Certificates (Demonstrating Occupational Competency)	
3	CPD Records (Demonstrating Occupational Competency)	
4	Internal Quality Assurance Strategy	
5	Organisational chart	
6	Complaints and appeals procedures.	
7	Sampling Plan	
8	Sampling Reports for at least two assessors	
9	Feedback / Observation Reports for at least two assessors	
10	Records of Standardisation where you were the chair person	
11	Any quality assurance and audit documents	
12	Health and Safety / Equality/ Data Protection/ Safe guarding, welfare Policies	
13	Candidate interviews/ evaluation and feedback forms	

14	Service level Agreements	
15	Records of resources availability	
16	External Quality Assurance Reports	
17	Records supporting at least two assessors career development	
18	Work Plan/s	