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| Portfolio Sampling Record | | | | | | | | | | | | |
| Learner Name: Ashley Sayer | | | | | | | | Award & Level: Gym 2 | | | | |
| LC/LO Name: Kirsty Stocks | | | | | | | | IQA Name: John Hirst | | | | |
| Counter Signatory: (if applicable) | | | | | | | | Date of IQA: 7.9.17 | | | | |
| Learners’ Start Date: 29.9.16 | | | | | | | | Profiled End Date: 29.9.17 | | | | |
| 12Week |  | Interim |  | Final | X |  | Referred | |  | Accepted | X |  |
| Units Sampled: Units 5 | | | | | | | | | | | | |

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| Obs | x | Professional Discussion |  | Project Assignment |  | Q&A | x | Report/Witness Testimony |  | Other | x |

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|  | Y/N | IQA Report | Action Required Y/N |
| Portfolio Construction and Presentation Acceptable? | Y | Active IQ portfolio – all mandatory units. | N |
| Planning:  Initial/Action/Assessment/Planning & Feedback Effective? | Y | The reviews are detailed and show clear feedback and support to the learner. | N |
| Evidence:  Types, Quality, Quantity Standards Met? | Y | The templated paperwork is complete. | N |
| LC/LO Judgements: Validity, Consistency, Fair & Reliable | Y | All work is clearly marked with feedback. | N |
| LC/LO Decisions:  Confirmed? | Y | All work is clearly marked with feedback. | N |
| Learner:  Progress, Feedback, Review. Acceptable? | Y | The reviews are detailed and show clear feedback and support to the learner. | N |
| Registration & Portfolio Records Complete? | Y | Active IQ file. | N |
| Correct amount of Credits for Qualification? | Y | Active IQ portfolio – all mandatory units and paperwork. | N |
| PLP updated including mid/end IAG? | N | Course Reflection is completed | N |

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| QCF | IQA | | Action Required Y/N | |
| Unit 5 | Worksheets 48 – 60 – the questions have been marked and assessed correctly.  Session and evaluation – the evaluations are honestly written and good feedback has been added.  PDP – the PDP targets short, medium and long term targets.  The ERR has been completed, not sampled. | |  | |
| Functional Skills | | | | Action Required Y/N |
| Maths | | MIAP record on Chrysalis. | | N |
| English | | MIAP record on Chrysalis. | | N |
| ICT | |  | | NA |
| Technical Certificate | | | | Action Required Y/N |
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| Actions to be completed before Final: | | | | |
|  | | | | |
| For Future: | | | | |
|  | | | | |
| Unit Claim | | | | |
| QCF: | | 1 to 7 – A and P = 76% and Principles of EFH = 78% | | |
| Functional Skills: | | Exempt | | |
| Technical Certificate: | | Completed via NVQ | | |
| Framework: | | Fully complte. | | |
| Agreed by  LC/LO Signature: |  | | Completed by LC/LO Signature: |  |
| Agreed by  IQA Signature: | J Hirst | | Completed by  IQA Signature: |  |