**Themes** (circle)

Written feedback to learners, written feedback to assessors from Internal Verification (IV), tracking and portfolio building, practical demonstration, group discussion, oral question and answer, levels and credit value, witness statements, observation of learner’s reports.

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| **Attendees** |  |
| **Apologies** |  |

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| **Sample presented** |  |

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|  | **Yes** | **No** |
| **Is evidence provided sufficient?**  |  |  |
| **Is learner attainment at appropriate level?**  |  |  |

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| **Good practice and areas for development** |  |

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| **What can I take away and use?** |  |

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| **Actions to feed into my centre Quality Improvement Plan (QIP)** |  |