

# CANDIDATE INDUCTION CHECKLIST

# The inducting assessor is to ensure each topic is sufficiently explained and must return all induction documentation to following the induction It is the candidate’s responsibility to ensure they fully understand the information given – then sign and date this form to confirm all has been covered.

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| **SUBJECT** | **CANDIDATE**  **TICK** |
| What is a vocational qualification |  |
| There are no exams there are Exams |  |
| I will be assessed against national standards, not other  workers |  |
| Additional assessment requirements – explained and form  completed |  |
| Who is who in the assessment process – Assessor,  Candidate, Expert Witness and Verifier’s |  |
| Roles and responsibilities and commitment of each person in  the assessment process |  |
| My assessor will provide guidance, help me to plan for assessment, support me to produce evidence, observe me in my workplace and give me constructive feedback on  assessments |  |
| I will maintain contact, attend meetings booked with my assessor, produce evidence of my competence and  understanding as planned with my assessor |  |
| Environments in which candidate/assessor meetings will take  place – risk assessment requirements for place of work |  |
| I will maintain my portfolio in good condition and in the order as directed by my assessor |  |
| I will submit my portfolio when requested by the centre with all contents presented as directed by my assessor |  |
| I will take responsibility for arranging collection or return of my portfolio after receiving confirmation of achievement. |  |
| How competence will be assessed – different assessment methods |  |
| Types of evidence permitted |  |
| The Use of Prior Achievements (If used must be documented on Assessment Plans) |  |
| Timescales and deadlines – what to expect |  |
| The importance of planning and of retaining plans and  feedback in the portfolio |  |
| Quarterly progress reports to my organisation |  |
| Cancellation policy |  |

**I have read signed and agree to comply with the following policies and procedures that have been provided by the assessor:**

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| **Plagiarism policy** |  |
| **Malpractice Policy** |  |
| **Data protection policy** |  |
| **Complaints policy** |  |
| **Appeal against an assessment decision procedure** |  |
| **Cancellation policy** |  |
| **Equal Opportunities Policy** |  |
| **Candidates requiring additional support** |  |

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| **CANDIDATE** | **ASSESSOR** | **Date:** |
| **Print** | **Print** |  |
| **Sign** | **Sign** |  |