|  |  |
| --- | --- |
| **Name of IQA** |  |
| Name of Countersigning IQA(If applicable) |  |
| Date of Quality Assurance  |  |
| Name of Assessor  |  | Work-based | Peripatetic  |
| Name of Countersigning Assessor(If applicable) |  |
| Name of Learner |  | Registration Number |  |
| Name of Awarding Organisation |  |  |  |
| Qualification Title and Level(In full) |  |

This document is the Final Quality Report on a Portfolio. If there are any action points given, then the full IQA Cycle will restart and an Action Plan will be created for the Assessor to complete. Once completed the Certification Process will Begin. When the certificate(s) have been claimed, the IQA will then complete the Certificate Claimed Report Form.

**Declaration**

By signing, I declare that all elements in the table on the next page are accurate and present on the date of this record being completed.

|  |  |  |  |
| --- | --- | --- | --- |
| IQA Signature |  | Date |  |
| Countersigning IQA |  | Date |  |

|  |  |  |
| --- | --- | --- |
| Have the following been met… | Yes | No |
| The evidence is clearly sectioned and can be easily accessed. |  |  |
| An effective referencing system is in place – referenced to the standards and to the evidence. |  |  |
| A qualified assessor has countersigned all decisions made by any unqualified assessors. |  |  |
| The Learner Handbook is complete and the Learner Exit Interview is complete. |  |  |
| There is evidence that the assessor has been active in the full assessment cycle. |  |  |
| The assessment decisions and records are complete, legible either electronically or paper-based. |  |  |
| The assessor has burned the learner’s evidence to a CD. |  |  |
| All necessary documentation is signed and dated. |  |  |
| The qualification/unit summary sheet is complete. |  |  |
| The IQA documentation is completed, available and stored in the correct place. |  |  |