**Apprenticeship Learner**

**Quality Assurance Checklist**

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| **IQA INITIAL SAMPLE**  **Three months** |  |  |
| Learner name: | Apprenticeship |  |
|  | **Yes /No** | **Date & Signature** |
| Evidence of the GLH Log 20 off the job. |  |  |
| 1-2-1 meeting records from the employer. Has the employer   * Set regular goals * Track apprentice progress * Forum for coaching and guidance * Mentor in place? |  |  |
| Has the learner been registered for any mandatory qualifications needed to meet gateway requirements?  Has the learner been registered towards End Point Assessment? |  |  |
| Evidence seen from Professional discussion or portfolio - based interview practice. |  |  |
| Evidence of the 6 weekly training provider/ employer contact records. |  |  |
| Are there appropriate Job opportunities/roles to meet the apprenticeship requirements?   * Gap analysis |  |  |
| If applicable; formative sampling of diploma qualification. |  |  |
| Is there evidence of assessment planning and developmental feedback to the learner. |  |  |
| Evidence of 1st completed observation report.  Has the evidence been   * Holistically referenced. * Clearly recorded |  |  |
|  |  |  |
| **INTERIM SAMPLE**  **(mid-point of course)** | **Yes/ No** | **Date & Signature** |
| Evidence of learner progression.   * Completed units (HSC/STLS/RCC) * Portfolio of learning(BA) |  |  |
| Have the Knowledge, skills and behaviours been evidenced? Has the requirement been met? |  |  |
| Second observation report  Has the evidence been   * Holistically referenced. * Clearly recorded |  |  |
| Is there evidence of assessment planning and developmental feedback to the learner? |  |  |
| Evidence of Self-Assessment HSC only. |  |  |
| Evidence seen from Professional discussion or portfolio -based interview practice. |  |  |
| Evidence of Witness Testimony, in last 3 months of the apprenticeship. (HSC only) |  |  |
| Evidence of practice papers in preparation for knowledge test. |  |  |
| Evidence of the GLH log, 20% off the job |  |  |
| Functional skills Results |  |  |
| SUMMATIVE SAMPLE  PRIOR TO ENTERING GATEWAY | **Yes/ No** | **Date & Signature** |
| Review gateway steps.  All requirements successfully completed. Area specific. |  |  |
| Evidence of the GLH log, 20% off the job |  |  |
| Evidence seen from Professional discussion or portfolio -based interview practice. |  |  |
| Evidence of progression towards Presentation, from month 9 (BA only) |  |  |
| Third observation report  Has the evidence been   * Holistically referenced. * Clearly recorded |  |  |
| Completed portfolio to trigger end point assessment. |  |  |
| Record of agreement between Employer, training provider and learner to trigger End Point assessment. |  |  |