**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
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|  |  |  |
| **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.  |  |  |