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- It is essential at this stage that the Programme Leader consults with the Quality Nominee to ensure that the second sample is checked thoroughly and that the advice given by the Standards Verifier is applied to this sample.
- If the second sample has an unsuccessful outcome the Regional Quality Manager will set up a remedial action plan.

Before the agreed sample date the standards verifier will need the following:

- A list of all completed mandatory units
- A list of anticipated learner grades
- A list of which learner work has been Internally verified

The Standards Verifier will then select a sample from the list and for the sample they will require:

- The assignment brief(s) for the whole unit with evidence of internal verification
- For each learner sampled, a portfolio of work for the complete unit with, evidence of assessment and internal verification
- For graded qualifications, learner work at all grades.

Signed:

Mrs G Cottingham
(Head of Centre)

Date: September 2018

Review Date: September 2019

