

Short Courses

Internal moderation checklist

Learner name	
Short Course	

Criteria	✓	Verified by
Completed challenges Short Course student book or e-portfolio login showing the appropriate number of challenges completed.	<input type="checkbox"/>	
Record of progress Please note that this does not apply if the Short Course has been completed using the e-portfolio system.	<input type="checkbox"/>	
Evidence for each completed challenge In an organised portfolio or e-portfolio.	<input type="checkbox"/>	
Skills sheets The correct number and type of completed sets of skills sheets.	<input type="checkbox"/>	
Summary of achievement Showing at least one example for each skill.	<input type="checkbox"/>	
Personal statement Reflecting on strengths, areas for improvements and future plans.	<input type="checkbox"/>	
Internal moderator comments (optional) 		

Number of hours work		Number of credits gained	
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I confirm that the work required for the Short Course has been completed satisfactorily.	
Internal moderator name:	Date:
Internal moderator signature:	