

Towards Independence: Moderation Checklist

Centre name:		Centre co-ordinator:	
Learner name:			
Date of internal moderation:		Signature of internal moderator:	
Module/s submitted:			

A. Starting Out module (mandatory)

Requirements:	Evidence exists ✓ X	
	Internal moderator	EM use ONLY
Module Plan completed – page 16		
Summative Achievement Record completed – page 18		

B. Learner portfolio

Requirements: There is evidence to demonstrate how the learner has accessed the activities in each module undertaken.	Evidence exists ✓ X	
	Internal moderator	EM use ONLY
<i>Examples of evidence: action plans related to the activities/module, worksheets, photographs, witness statements, audio/video recordings. Additional comments (optional):</i>		

C. Summative recording: completion of the module book(s)

Requirements: The Towards Independence module book(s) reflects completion of the activities. All of the following must be completed.	Evidence exists ✓ X	
	Internal moderator	EM use ONLY
Record of Activities completed – front of each book		
Evidence reference boxes completed		
Levels of Support boxes completed – check appropriate levels of support have been indicated		
Verified by and date boxes completed		
Module Review and Next Steps pages completed – at back of book		
Skills identified – e.g. communication, teamwork		
Additional comments (optional):		

Signature of external moderator:	
Date of external moderation:	