Candidate and Centre details

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| --- | --- | --- | --- | --- |
| Qualification title: | |  | | |
| Qualification number: |  | | Level: |  |

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| Candidate details | | | |
| Name: |  | Signature: |  |
| Unique learner Registration number: | |  | |
| Date enrolled with centre: | |  | |
| Date registered with Awarding Body: | |  | |

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| Centre details | | | | |
| Name: |  | | Number: |  |
| Contact number: |  | | | |
| Quality assurance co-ordinator name and contact (QAC) number: | |  | | |

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| Workplace details | | |
| Managers name: |  | Address: |
| Contact number: |  |

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| Internal verifier details | | | |
| Name: |  | Signature: |  |
| Contact number: |  | Position: |  |

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| Assessor details | | | | | |
| (1) Name: |  | | Signature: | |  |
| Contact number: |  | | Position: | |  |
| Type (please tick): | | Work-based Peripatetic Independent | | | |
| Assessing unit(s): | |  | | | |
|  | | | | | |
| (2) Name: |  | | Signature: |  | |
| Contact number: |  | | Position: |  | |
| Type (please tick): | | Work-based Peripatetic Independent | | | |
| Assessing unit(s): | |  | | | |

Candidate profile

If you have a CV you can use that instead of this form.

Name:

Place of work:

Assessor:

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| Outline of current job role: |
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| Previous relevant work roles and responsibilities, including voluntary work: |
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| Previous relevant qualifications and training: |
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**Candidate skill scan**

Candidate name:

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| Unit | Duties | Examples  Experience/qualifications | Training required |
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**Expert / witness status list**

Qualification title:

Unit title:

Candidate name:

Please ensure that all witnesses who have signed the candidate’s evidence or written a report are included on this witness status list. All necessary details must be included and signed by the witness as being correct.

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| --- | --- | --- | --- | --- |
| Witness name and signature | Status\* | Professional relationship to candidate\*\* | Unit or outcomes witnessed | Date |
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| \*Witness status categories |
| 1. Occupational expert meeting specific qualification requirement for role of Expert Witness; 2. Occupational expert not familiar with the standards; 3. Non-expert familiar with the standards; 4. Non-expert not familiar with the standards. |

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| --- | --- | --- | --- | --- |
| \*\*Professional relationship to candidate | | | | |
| Manager = M | Supervisor = S | Colleague = Coll | Customer = Cus | Other (please specify) \_\_\_\_\_\_\_\_\_\_ |

Assessor signature: Date: