KEY STEPS
INTERNAL MODERATION CHECKLIST

Name of student:

Certificate 1 (30 hours)	✔	Verified by:	Comments (optional):
Completed challenges over **30 hours**	☐		
2 sets of **Skills Sheet 1**	☐		
Summary of Achievement	☐		
Personal Statement	☐		
Organised portfolio of evidence	☐		
Record of progress	☐		

Certificate 2 (60 hours)	✔	Verified by:	Comments (optional):
All requirements for **Certificate 1**	☐		
+ Completed challenges over **30 hours**	☐		
+ 2 sets of **Skills Sheet 2**	☐		
+ Summary of Achievement	☐		
+ Personal Statement	☐		
Organised portfolio of evidence	☐		
Record of progress	☐		

Certificate 3 (90 hours)	✔	Verified by:	Comments (optional):
All requirements for **Certificate 1**	☐		
All requirements for **Certificate 2**	☐		
+ Completed challenges over **30 hours**	☐		
+ 2 sets of **Skills Sheet 3**	☐		
+ Summary of Achievement	☐		
+ Personal Statement	☐		
Organised portfolio of evidence	☐		
Record of progress	☐		

✔ **Certificates claimed:**   Certificate 1 ☐   Certificate 2 ☐   Certificate 3 ☐

Tutor signature: Date:

ASDAN