

Personal Development Programmes: Bronze Moderation Checklist

Learner name:			
Centre name:			
Centre co-ordinator:			
Date of internal moderation:		Signature of internal moderator:	

A. Key evidence

Requirements (please note the minimum requirements when applying for a special consideration):	Evidence exists Y/N	
	Internal moderator	EM use ONLY
Student book completed and checked		
Portfolio completed, organised and indexed		
3 sets of Bronze skills sheets completed		
Skills self-assessment and skills self-reflection completed		
Personal Review completed		
Record of Progress completed		
Tutor record completed and signed by tutor		

B. Credit transfer from other ASDAN programmes

Up to 3 credits can be transferred from other ASDAN programmes (up to 2 credits from Key Steps)	Evidence exists Y/N	
	Internal moderator	EM use ONLY
Certificate(s) and portfolio evidence present		

C. Notes (optional)

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D. Special Consideration

Please explain why you feel a special consideration should be granted for this learner (Continue on the reverse or a second sheet if there is insufficient space.)	
Signature of member of SLT	
Signature of external moderator:	
Date of external moderation:	