

Workright: Moderation Checklist

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

A. Learner portfolio

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

B. Summative recording: completion of the student book

Requirements: The Workright student book reflects completion of the activities. All of the following must be completed.	Evidence exists ✓ ✕	
	Internal moderator	EM use ONLY
Record of Activities completed – check at least two sections completed in each module undertaken		
Evidence reference boxes completed		
Levels of Support boxes completed – check appropriate levels of support have been indicated		
Verified by and date boxes completed		
Review and Next Steps pages completed		
Additional comments (optional):		

C. Certificate type

Choose one of the following:	Evidence exists ✓ ✕	
	Internal moderator	EM use ONLY
Silver certification – at least two sections completed in one or more modules		
Gold certification – at least two sections completed in all four modules		

Please complete the **Special Consideration** section on the following page.

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D. Special Consideration

Please explain why you feel a special consideration should be granted for this learner	
Signature of member of SLT	
Signature of external moderator:	
Date of external moderation:	