All highlighted text in this template is provided as guidance for the internal moderator. Please delete and replace with relevant data.

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| --- |
| ASDAN qualification:   |
| Level:  |
| Date of meeting:  | Location of meeting: |

**Standard agenda items**

Agenda items can be added and amended as necessary.

|  |  |
| --- | --- |
| 1. **Welcome**
 | Estimated timing |
| 1. **Qualification update**
 |  |
| 1. **Feedback from EQA (External Quality Assurer)**
 |  |
| 1. **Sampling plan and identified issues**
 |  |
| 1. **Units to be standardised**
 |  |
| 1. **Sharing of good assessment practice**
 |  |
| 1. **AOB**
 |  |
| 1. **Action log**
 |  |

|  |  |
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| **Attendees**  | **Apologies** |
| List the names and roles of all attendees present at the meeting. | List the names and roles of any attendees absent from the meeting. |
| **Meeting minutes** |
| Brief summary of the key points discussed under each agenda item. |

**Action log**

Progress towards these actions should be monitored at subsequent meetings.

|  |  |  |
| --- | --- | --- |
| **Identified actions** | **People responsible** | **Deadline** |
| List the actions identified as a result of the meeting. |  |  |
|  |  |  |
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|  |  |  |