

Final task learner guidance

This document will give you guidance to complete the task **Comments highlighted are guidance**

Personal Development Planning

Personal development goals		Progress report
Prior to the programme		
Short term	Prior to the course what did you want to achieve	
Longer term	What are your tutoring and assessing aspirations	
During the programme		
Short term	During the learning delivery what would you like to do better	
Longer term	Whilst you are on the course what are your aspirations and have they changed	
After the programme		
Short term	Following your delivery and assessment what are your action points?	
Longer term	Where do you aspire to deliver and assess, what is your next learning or educational course who can help you or mentor you?	

Standardisation of Assessment			
Qualification:	Name the qualification you are to deliver		
Standardisation Window	Start date: When are you being standardised	Completion date: when will you have completed being standardised	
Standardisation Objectives	1. When attending your standardisation session what was the agenda		
Standardisation Activity (Description of evidence reviewed, hard copies/online/electronic evidence, name of assessors/IQA's involved in activity, remote/face to face?)	How were you standardised into tutoring and assessing the course. this could be working with other tutors or working on competences together		
Standardisation Outcomes (Good practice, areas for improvement, action plan including plan for communication to workforce)	What were the outcomes of the standardisation session for you and the other people on the session		
EV Name	Who is the EV for the qualification you are delivering	Date:	When is this submitted for assessment

Standardisation of Assessment Activity: Group Feedback Report		
Qualification:		
Standardisation Contributors	Name of qualification	
Standardisation Window	Start date:	Completion date:
Standardisation Objectives	As above	
Consistency of responses (EG four out eight of the contributors gave similar responses which were aligned to the qualification standards)	Those attending the standardisation session what was their feedback	
Commentary	What appears to be working well?	What are the concerns?
	Reflect on the above	
Lessons learned	What did you learn from the standardisation session	