

2. Personnel	<i>CVs of course team</i>			
3. Candidate support	<i>Course documentation, tutorial records</i>			
4. Arrangements for formative and sumative assessment	<i>Course handbook, guidance and training for assessors, tracking records</i>			
5. External validation	<i>Evidence in place of external validation from awarding body</i>			
6. Record keeping	<i>Tutorial records; records of formative and summative assessment</i>			

7. Resources :	<i>Reading list, assessment and teaching resources, library, IT resources.</i>			
8. Examples of good practice in assessment	<i>Assessment reports completed by candidates (with tutors' comments), assessment reports completed by members of course team</i>			
9. Permission for access to course work.	<i>Candidates' written permission; permission of schools, colleges, parents students as necessary</i>			
10. Confirmation that the requisite items are covered by the institution's quality assurance and internal procedures	<i>Institution's policy documents</i>			

Office Use Only:

Date application rec'd	
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General comments and any recommendations for action by centre

If not approved, clear action plan for approval.

Date returned to centre

Date of approval

Signatories