**Processes for Quality Assurance & Internal Verification (Annual Review)**

Outcome from Centralia Conference & Annual Review

**Pre-course considerations**

**FORM IV 2 + LR 1**

**Send to Centralia**

**FORMS IVC 1 / ROA 1 / LR 1**

**Retained at Centre**

Yes

**FORMS IVP 3 / RIV 1**

**Retained at Centre**

**COPY of FORM IVP 3**

**Send to Centrali**a

Yes

**Any action Required - (QIP)**

**Mid Course Considerations**

**Form CIM 1 - Confirmation of Centralia Internal Moderation Visit**

**End Course Considerations**

**FORM IV 4**

**Retained at Centre**

**Centralia Internal Moderation Visit**

**Form CIMR 1 – Centralia Internal Moderation Report**

**Any action required – (QIP)**

**FORM AFC 1**

**Send to Centralia**

ISSUE OF CERTIFICATES TO LEARNERS

Feedback from all processes forms part of the Annual Centralia Conference

ANNUAL CENTRALIA CONFERENCE & REVIEW

**Any action required – (QIP)**

Feedback from the Annual Review and Centralia Conference form part of the pre-course considerations and planning for the next year

It is essential that at each stage of the Quality Assurance and Internal Verification process the internal verifier gives feedback to tutors, assessors, co-ordinators or other relevant persons. Where good practice is identified it should be disseminated throughout the Partner Centre. Any issues should be discussed at Partner Centre and Centralia meetings and if appropriate action plans identified and implemented, and subsequently monitored to record progress.

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| **CENTRE**  **FORMS** | **QUALITY**  **TRAIL** | **CENTRALIA FORMS** | **CENTRALIA**  **CONFERENCE** | **START**  **AGAIN!** |