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**PARTNERSHIP CENTRE INTERNAL VERIFICATION CHECK LIST**

**(To be retained at Partnership Centre)**

 **FORM IVC 1**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Comments** |
| **Up-to-date copies of 5 relevant unit(s)** |  |  |  |
| **Up to date copies of the relevant Assignment/Assessment forms** |  |  |  |
| **Attendance register** |  |  |  |
| **Schemes of work** |  |  |  |
| **Session / Lesson plans or equivalent** |  |  |  |
| **Download Assignment Learner tracking sheets** **(FORM ROA 1)** |  |  |  |
| **Learner registration form completed and returned to Centralia within 21 days of course commencement** **(FORM LR 1)** |  |  |  |

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| --- | --- | --- |
| **Name of Partner Centre IV:** |  |  |
| **Signature:** |  | **Date:** |  |

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| **Name of Centralia IM:** |  |  |
| **Signature:** |  | **Date:** |  |