

Date/Time	Venue	IV Name
Client	NVQ Programme	Assessor name

**Assessors present:**

**Apologies:**

**Purpose**

A platform for assessors and verifiers on a project basis to provide opportunities for:

- Quality Assurance
- Support and Advice
- Team Development

Quality Assurance

As business meetings allowing the team to:

- be updated about changing Awarding Body requirements
- look at the effectiveness of NVQ delivery in the Centre
- identify ways to improve assessment practice, consistency, quality assurance arrangements etc.

Support and Advice

To discuss the **National Standards and assessment approaches** - in order to improve consistency of assessment internally

**Agenda**

1. Review of actions from last meeting
2. Success and Difficulties
3. Assessor/expert witness CPD
4. Project specific issues
5. IV Feedback and EV report actions
6. Standardisation of assessment of specific Unit or Element
7. Skills for Life issues/business
8. Equal opportunities issues/business
9. Any other business
10. Next meeting/steps

Actions agreed	By whom	By when