

The Bosco Centre	
Checklist for Quality Assurance Procedures for learners e-portfolios	
Applies to:	College
Reviewed:	November 2018
Next Review:	November 2019

When conducting a quality assurance audit for the learners e-portfolios, you are identifying gaps of data. The following list has been provided for the quality assurance officer to use.

During each portfolio audit, you must ensure the following data has been collected:

Individual Learning Agreement

- Learners ULIN
- Learners forename and surname (*and if applicable, middle names*)
- Learners date of birth
- Learners address
- Learners course start date and expected end date
- Learners core aim
- Learners gender
- Learners national insurance number
- Contact number (*Mobile and landline if applicable*)
- Emergency contact details (minimum of three)
- Learners ethnicity has been circled
- Learner has signed page 1 of the ILP and Learning agreement and it has been dated
- Learner has signed all applicable boxes on page 3 of the ILP and learning agreement
- All relevant boxes of Section D on the learning agreement by the learner and a member of staff on behalf of The Bosco Centre

Endorsements

- A form of ID for the learner (passport, etc.)
- Previous school qualifications
- Induction into the college
- Education Health Care Plan and other documents to support the diagnoses in the plan