Used to record details of formal assessment planning between learner and assessor. Completed forms must be retained for IQA and EQA purposes.

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| **Learner Name** |  | **Date** |  |
| **Assessor Name** |  | **IQA Name** |  |
| **Course / Qualification Title** |  | **Course / Qualification Level** |  |

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| Planned Activity for Assessment | Assessment Methods*(direct observation,**witness testimony etc.)* | Assessment Date / Time / Location | Special arrangements / resources required | Expected completion date | Units to be Assessed*(Please tick ✓)* |
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