**Guidance:** It is suggested that each Assessor provide a selection of work that they have assessed in order to ensure consistency across all Assessor-decisions at the NLPQ Approved Centre. IQAs can be invited to comment and suggest improvements for discussion.

These minutes and outcomes of the completed actions should be made available to the NLPQ External Quality Assurer (EQA).

Meeting Date:

DD

 /

MM

 /

YYYY

Location:

Qualification(s) &

Level(s):

Assessors present:

(

incl. subjects and levels

assessed)

Internal Quality

Assurers present:

Others present:

Apologies:

Overview of agreed actions from previous meeting, or from any NLPQ External

Quality Assurance Reports since the last meeting:

Main points of discussion:

Record of portfolios shared and discussed, including comments on consistency of

assessment decisions across the team:

List of Action Points agreed as a result of the standardisation meeting. (All

actions must be signed off once complete):

IQA Actions (Any actions must be signed off once complete):

Equality and Diversity, Safeguarding, Health and Safety issues raised:

Any other business: