

Educ8tions Ltd.



Assessor Allocation Policy
(AAP)
Apr 2018 – Apr 2019



Document Control

Document Title: Assessor Allocation Policy
Document Number: **G8C3**
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Change Authority: The Board of Directors

Change History

Version	Date	Reason for change	Change by
0.1	01 st August 2016	First draft	Vonley Joseph
0.2	02 nd April 2018	Updated	Vonley Joseph

Change Mechanism

Any person seeking to alter this document must consult the author before making any change.

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The person making the alteration must indicate every change between the previous (approved) document version and the altered document version.

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Educ8tions Limited

Developing People for Sustainable Careers

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It is the policy of Educ8tions Ltd that when a candidate has completed a Candidate Initial Questionnaire and confirmed that they will be taking up a place on an NVQ award they will be allocated by the Centre Administrator in conjunction with the Lead Internal Verifier for their award a named assessor.

The assessor's details and that of the nominated Internal Verifier (IV) will be entered onto the contact sheet contained within the portfolio. The portfolio will be made up and ready prior to the candidate induction.

The details of the candidate allocation will be then entered onto the nominated assessor's candidate list.

This policy has been written to meet the registration requirements of registration with the Information Commissioner, Data Protection Registration Dept, Wilmslow, Cheshire.

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