

Educ8tions Ltd. / Educ8 Awards



Unit Returns Policy
(URP)
Apr 2018 – Apr 2019



Document Control

Document Title: Unit Returns Policy
Document Number: G8C50
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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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Upon completion of the internal quality assurance of a candidate's portfolio the Internal Quality Assurer will complete the IQA Report and forward this to the administrator who will then photocopy the IQA report and place a copy on the candidates centre record and the original will go into the IQA file for that period. If the IQA is able they will take a copy of the Unit Summary Sheet(s) and forward these to the administrator to be placed onto the candidates centre record file. If the IQA is unable to do this they must send the original to the administrator who will then copy the relevant Unit Summary Sheets and return the originals to the IQA who will return these to the candidate.

If the unit is subject to second line assessment then a copy of the second line assessment record will also be copied at this point onto the candidates centre record file.

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