This form is to be used for recording your centre standardisation meeting activities.

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| Qualification title: |  | | |
| Level: |  | | |
| Date of meeting: |  | Location of meeting: |  |
| Start: |  | Finish: |  |

|  |  |
| --- | --- |
| Standard Agenda items | Led by |
| 1 Apologies |  |
| 2 Review previous standardisation actions |  |
| 3 Qualification update |  |
| 4 Feedback from External QA |  |
| 5 Unit to be standardised |  |
| 6 Sharing of good assessment practice |  |
| 7 Date and time of next meeting |  |
| 8 AOB |  |

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| --- | --- |
| In attendance: | Apologies: |
|  |  |

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| --- | --- | --- | --- |
| Item | Actions | By | Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |