

Internal Quality Assurance for *Act by Right*: Certificate Request Form

Guidance

1. Complete each young person's Record of Achievement by ticking each column indicating that the requirements of the *Act by Right* programme have been completed. The assessor then initials the final column.
2. The assessor is the worker who has supported the young person through their *Act by Right* journey. The Record of Achievement should be completed following a process of internal checking (verification) where evidence logs are compared to ensure that there is some parity, or more importantly, minimum level of achievement, within the delivery centre. This is especially important where there has been a number of 'assessors' working with young people on the programme.
3. The verifying signature needs to be that of another worker who was not involved in the original assessment of the young person's work. They may well be a co-worker of the original assessor, a team leader or a colleague from another centre, project or team. It is this verifying signature that ensures that *Act by Right* complies with the requirements of an accredited outcome for the young person.
4. ASDAN reserves the right to ask for a sample of evidence logs from any delivery centre in order to maintain consistency of achievement across the country. This will be done in conjunction with The NYA officer responsible for the *Act by Right* programme. The number of evidence logs looked at by ASDAN would not exceed 5 per cent of the total numbers of all candidates across the country.

Example

Centre Name: Anytown Youth Project		Record of Achievement						
Address for certificates: Anytown Youth Project, 55 Any		Activities completed	Evidence log	Review of learning	Act by Right Charter	Signed and dated by learner	Signed and dated by worker	Initials of Assessor
Street, Countryshire Postcode: AN5 6YP								
Course Coordinator: AN Other								
Candidate Names: Please PRINT clearly								
1.	Amy Candidate	✓	✓	✓	✓	✓	✓	ANO
2.	Bopal Candidate	✓	✓	✓	✓	✓	✓	BNO
3.	Chris Candidate	✓	✓	✓	✓	✓	✓	BNO

Note that the verifying signature needs to be someone who wasn't involved in the original assessment of the young person's achievement is a different person to the worker(s) whose initials appear on the body of the form.

Please retain a photocopy of this form for your records and send the original to:

ASDAN, Wainbrook House, Hudds Vale Road, St George, Bristol BS5 7HY.
Fax: 0117 935 1112

Certificates are priced at £4.90 each (they are VAT exempt ie there is no VAT element to be added).

Please provide either a cheque (payable to ASDAN) or a purchase Order number for the cost of the certificates.

Please complete:

I am enclosing a cheque for £

Our official Purchase Order number is

This form is photocopyable. However if you require a new master copy please contact ASDAN central office.

ASDAN – Wainbrook House, Hudds Vale Road, St George, Bristol BS5 7HY
Tel. 0117 941 1126 E-mail: info@asdan.co.uk Website: www.asdan.co.uk

Certification