

Learner File Checklist

<u>ITEM NUMBER</u>	<u>DOCUMENTS</u>	<u>FILED</u>
	(Not all documents listed will apply to a learner, some items are held in the "Skills 4 You" folder)	
L1	Copy of starter letter sent out by Fas via the "Gateway " process	
L2	Copy of interview questions asked, answers given and any scoring mechanism used to determine acceptance or not at centre (interview process)	
L3	Learner profile (QA58.01)	
L4	Copy of learner registration form (and supporting documentation)	
L5	Any social welfare forms used prior to or on joining the centre	
L6	If required copies of any medical examination or other form of assessment undertaken in order to assess suitability for centre	
L7	Signature to confirm receipt of induction pack or code of conduct	
L8	Signed letter from parents / guardians regarding Child first policies and designated liaison person details	
L9	Copies of educational certificates confirming priority group	
L10	Copy of a recognised form of I.D	
L11	Next of kin / emergency contact details	
L12	Doctor's certificates / social welfare documents	
L13	Copies of training certificates for training complete since joining	
L14	Individual learning plans & Individual progression plans	
L15	Literacy & numeracy assessment documents	
L16	Attendance records- sign in sheet / clocking in system	
L17	All tax and pay related documentation	
L18	Details of linked work experience placement	
L19	Any letter written to learner or parent / guardian	
L20	Records of any disciplinary issues	
L21	Confirmation of course extension documentation	
L22	Exit interview notes	