

Controlled governance and operational records

Twenty reusable records support the entire scheme. They are blank operating templates, not grants or pre-approved decisions. Complete the record appropriate to the case and preserve a unique record ID and version.

F01 Competence, conflict and confidentiality declaration

F02 Assessment plan and visit authorization

F03 Controlled scope and public-register record

F04 Outcome and curriculum mapping record

F05 Staff competence and resource-capacity record

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F20 Scheme launch, review and acceptance record

Use continuation pages or separately identified attachments for detailed evidence. Avoid duplicating interactive pages with identical field names in one PDF, which can make values synchronize. Record signatures through the adopted authenticated method.

Calendar-day and business-day deadlines differ. Apply the Standard and retain original evidence and prior versions whenever a finding, result or status changes.

F01 Competence, conflict and confidentiality declaration

INSTITUTION / PROGRAMME / CASE REFERENCE

CASE / PERSON / ASSIGNED ROLE / COMPETENCE AND RELEVANT EXPERIENCE

EMPLOYMENT, CONSULTANCY, LEADERSHIP AND SIGNIFICANT INTERESTS; PREVIOUS 36 MONTHS AND RELEVANT OLDER TIES

FINANCIAL, FAMILY, SUPERVISORY, ADVERSARIAL OR OTHER CONFLICTS; REQUIRED RECUSAL/ACCESS RESTRICTION

CONFIDENTIALITY, GIFTS, CONTACT AND NON-CONSULTANCY UNDERTAKING; SIGNATURE/DATE

INDEPENDENT REVIEWER, DECISION, RATIONALE, SUBSTITUTE AND RECHECK DATE

F02 Assessment plan and visit authorization

INSTITUTION / PROGRAMME / CASE REFERENCE

ROUTES, INSTITUTION/PROGRAMME IDS, PROFILES, SPECIALTIES AND PROPOSED SCOPE ROWS

TEAM ROLES/COMPETENCE/CONFLICTS, LOCAL SPECIALISTS AND TASK ASSIGNMENTS

ALL INITIAL SITES, DATES, VISIT SCHEDULE AND SAFE OBSERVATION/CONSENT ARRANGEMENTS

SAMPLES, STRATA, LEARNER INTERVIEWS, HOSTS AND TWO ASSESSMENT EVENTS; SELECTED RECORD IDS

RISK, ORIGINAL ACCESS, CONTINGENCIES, DURATION RATIONALE AND AUTHORIZATION

F03 Controlled scope and public-register record

INSTITUTION / PROGRAMME / CASE REFERENCE

INSTITUTION/PROGRAMME/SITE/DECISION IDS, VERSION AND PREDECESSOR LINKAGE

LEGAL ENTITY, UNIT, ROUTE, LOCAL QUALIFICATION TITLE, AWARDING BODY AND IAF PROFILE

SPECIALTIES, CURRICULUM VERSION, SITE/COUNTRY, MODE, LANGUAGE AND COHORT BOUNDARY

STATUS, EFFECTIVE/EXPIRY DATES, CONDITIONS, EXCLUSIONS AND MONITORING

VERIFICATION DESTINATION, APPROVED PUBLIC WORDING, TWO-PERSON REVIEW AND HISTORY REFERENCE

F04 Outcome and curriculum mapping record

INSTITUTION / PROGRAMME / CASE REFERENCE

PROGRAMME/PROFILE/SPECIALTY AND EXACT O/P/D REQUIREMENT OR LOCAL EXIT OUTCOME

COURSE/TASK AND VERSION, TEACHING/PRACTICE, WORKLOAD AND PREREQUISITES

ASSESSMENT AND CONDITIONS, INDIVIDUAL EVIDENCE, RUBRIC AND PASS/CRITICAL-FAIL RULE

LEARNER EVIDENCE IDS, ORIGINAL SOURCE, ASSESSOR AND MODERATION RESULT

ATTAINMENT/GAP, ACTION, REVIEW DATE AND VERIFIED IMPROVEMENT

F05 Staff competence and resource-capacity record

INSTITUTION / PROGRAMME / CASE REFERENCE

COURSE/TASK, HAZARD AND REQUIRED EDUCATOR/ASSESSOR COMPETENCE

STAFF IDENTITY/ROLE, VERIFIED CAPABILITY, AUTHORIZATION, CURRENCY AND DEVELOPMENT

CLASS SIZE, WORKLOAD, SUPERVISION RATIONALE AND ABSENCE COVER

EQUIPMENT/ACCESS, MAINTAINED CONDITION, CONSUMABLES, TIMETABLE AND ACTUAL LEARNER AVAILABILITY

GAP, MITIGATION, ACCOUNTABLE OWNER AND VERIFICATION

F06 Cohort reconciliation and independent sample

INSTITUTION / PROGRAMME / CASE REFERENCE

PROGRAMME/SITE/MODE/LANGUAGE/ASSESSOR STRATA, COHORT DATES AND FULL REGISTER REFERENCE

STARTERS, COMPLETERS N, CONTINUING, WITHDRAWN, TRANSFERRED, FAILED AND EXCLUSIONS; RECONCILE TOTALS

MINIMUM SAMPLE FORMULA/RESULT, SELECTED PSEUDONYMOUS IDS AND SELECTION OWNER

HIGH/BORDERLINE/FAILED/REASSESSED/PRIOR-LEARNING/ADJUSTED CATEGORIES AND ADDITIONAL COVERAGE

ORIGINAL-RECORD CHECKS, EXPANSION TRIGGERS, LIMITATIONS AND APPROVAL

F07 Direct observation and individual competence

INSTITUTION / PROGRAMME / CASE REFERENCE

PROGRAMME/SITE/TASK/OUTCOME, PROFILE, LEARNER CODE, OBSERVER AND DATE

CONDITIONS, EQUIPMENT, COMPETENCE LIMITS, CONSENT AND SAFE STOP CRITERIA

OBSERVED ACTIONS AND QUESTIONING; ORIGINAL EVIDENCE AND INDIVIDUAL CONTRIBUTION

RUBRIC/PASS RULE, CRITICAL STEPS, TWO OCCASIONS WHERE REQUIRED AND ABNORMAL/STOP RESPONSE

RESULT, FEEDBACK, GAP, REASSESSMENT AND INDEPENDENT REVIEW

F08 Private learner interview and protection record

INSTITUTION / PROGRAMME / CASE REFERENCE

CASE, AGGREGATE PARTICIPANT CHARACTERISTICS, SELECTION METHOD AND CONSENT; AVOID UNNECESSARY NAMES

ACCESS TO TEACHING, PRACTICE, EQUIPMENT, FEEDBACK AND FAIR ASSESSMENT

SAFEGUARDING, INCLUSION, PLACEMENT CONDITIONS, COMPLAINTS AND FREEDOM FROM RETALIATION

EVIDENCE TO CORROBORATE, CONFIDENTIALITY LIMITS AND URGENT ESCALATION IF NEEDED

ANONYMIZED FINDINGS, RESPONSIBLE OWNER AND FOLLOW-UP WITHOUT EXPOSING THE LEARNER

F09 Workplace host and partner evaluation

INSTITUTION / PROGRAMME / CASE REFERENCE

HOST/PARTNER, JURISDICTION, PROGRAMME, AGREEMENT AND RESPONSIBLE CONTACTS

OUTCOMES/TASKS, SUPERVISION, AGE/AUTHORIZATION LIMITS AND LEARNER RIGHTS

HOST SAFETY, SAFEGUARDING, SUITABILITY AND DIRECT LEARNER CONTACT

OBSERVED INDIVIDUAL ATTAINMENT, ASSESSMENT RESPONSIBILITY AND ORIGINAL RECORDS

FINDINGS, FALLBACK PLACEMENT, PARTNER SCOPE LIMITS AND APPROVAL

F10 Assessment validation and moderation

INSTITUTION / PROGRAMME / CASE REFERENCE

PROGRAMME, TASK/RUBRIC VERSION, PROFILE AND PRE-USE OR POST-USE REVIEW

REVIEWERS/COMPETENCE/INDEPENDENCE AND SELECTED LEARNER-WORK RANGE

VALIDITY, DIFFICULTY, AUTHENTICITY, SAFETY-CRITICAL RULES, ADJUSTMENTS AND INDIVIDUAL CONTRIBUTION

DIFFERENCES BETWEEN JUDGMENTS, EVIDENCE, AGREED INTERPRETATION AND REVISIONS

AFFECTED LEARNERS/SITES, REASSESSMENT, EFFECTIVENESS AND APPROVAL

F11 Finding, corrective action and closure

INSTITUTION / PROGRAMME / CASE REFERENCE

FINDING ID, EXACT REQUIREMENT, PROGRAMME/SITE SCOPE, CATEGORY AND SEVERITY RATIONALE

OBSERVED FACT, ORIGINAL EVIDENCE, LEARNER IMPACT AND IMMEDIATE CONTAINMENT

CAUSE, CORRECTIVE ACTION, AFFECTED COHORTS/SITES, OWNER AND DEADLINE

IMPLEMENTATION/EFFECTIVENESS EVIDENCE, RETEST OR REASSESSMENT AND RESIDUAL GAPS

INDEPENDENT CLOSURE/RECLASSIFICATION OR CONTINUED HOLD, NAME/DATE AND SOURCE DECISION

F12 Independent decision and monitoring schedule

INSTITUTION / PROGRAMME / CASE REFERENCE

CASE/SCOPE IDS, THREE PANEL MEMBERS, COMPETENCE, INDEPENDENCE AND QUORUM

HISTORY, SITES/SAMPLES, ALL REQUIRED OUTCOMES, FINDINGS AND FACTUAL RESPONSE VERIFIED

DECISION, AT LEAST TWO AGREEING VOTES, DISSENT AND EVIDENCE-BASED REASONS

EXACT SCOPE, DATES, CONDITIONS/90-DAY CLOSURE, ANNUAL/MID-CYCLE/RENEWAL SCHEDULE

AUTHORIZED NOTICE, APPEAL ROUTE, PUBLIC WORDING AND SIGNATURE/APPROVAL REFERENCES

F13 Accreditation wording and mark-use undertaking

INSTITUTION / PROGRAMME / CASE REFERENCE

INSTITUTION/PROGRAMME, ROUTE, DECISION ID AND CURRENT APPROVED SCOPE

EXACT PERMITTED WORDING/ARTWORK AND WHERE IT WILL APPEAR

RESTRICTIONS: NO UNLISTED PROGRAMME, AUTOMATIC EQUIVALENCE, PERSONAL LICENCE OR RETROACTIVE GRADUATE CLAIM

STATUS-CHANGE COMMUNICATION, CORRECTION RESPONSIBILITY AND VERIFICATION LINK

AUTHORIZED ACCEPTANCE, APPLICABLE IAF CONSTITUTION/SCHEME EDITIONS, SIGNATURE AND DATE

F14 Annual monitoring and mid-cycle review

INSTITUTION / PROGRAMME / CASE REFERENCE

SCOPE/DECISION, ANNIVERSARY, REPORTING PERIOD AND LAST REVIEW

COHORT/OUTCOMES BY PROGRAMME/SITE/MODE, FAILURES, WITHDRAWALS AND HONEST DENOMINATORS

STAFF/RESOURCES, SAFETY, SAFEGUARDING, INCIDENTS, COMPLAINTS AND PARTNERSHIPS

CORRECTIVE EFFECTIVENESS, FUTURE CURRICULUM NEEDS AND PENDING MATERIAL-CHANGE REQUESTS

REVIEW FINDINGS, PHYSICAL FOLLOW-UP/MID-CYCLE STATUS, OWNER AND INDEPENDENT ACTION

F15 Material change and renewal request

INSTITUTION / PROGRAMME / CASE REFERENCE

CURRENT SCOPE/STATUS/EXPIRY AND PROPOSED CHANGE OR RENEWAL

NEW SITE, PARTNER, MODE, LANGUAGE, PROFILE, CURRICULUM, OWNERSHIP OR AWARDING BODY DETAILS

EFFECTIVE DATE, AFFECTED LEARNERS, AUTHORITY, RESOURCES AND OUTCOME IMPACT

EVIDENCE, EQUIVALENCE, REQUIRED REVIEW/VISIT AND PROTECTION DURING TRANSITION

APPLICANT AUTHORIZATION AND IAF INDEPENDENT APPROVAL/DECISION; NO AUTOMATIC EXTENSION

F16 Appeal, complaint or protected disclosure

INSTITUTION / PROGRAMME / CASE REFERENCE

CASE TYPE, CHALLENGED DECISION/EVENT, DATES AND SAFE REPLY ROUTE; ANONYMOUS REPORTING PERMITTED

GROUND, PRECISE FACTS, AFFECTED SCOPE/LEARNERS AND REQUESTED REMEDY

EVIDENCE, CONFIDENTIALITY, URGENT HARM OR RETALIATION CONCERNS

INDEPENDENT REVIEWER/PANEL, CONFLICTS, RESPONSE OPPORTUNITY AND TARGET DATES

REASONED DETERMINATION, VOTES WHERE APPLICABLE, REMEDY AND VERIFIED CLOSURE

F17 Teach-out, transfer and records continuity

INSTITUTION / PROGRAMME / CASE REFERENCE

TRIGGER, AFFECTED INSTITUTION/PROGRAMMES/SITES AND COHORT NUMBERS

SAFE COMPLETION OPTIONS, RESOURCES, STAFF AND ACCOUNTABLE OWNER

ACTUAL TRANSFER/CREDIT AGREEMENTS, LEARNER CHOICES, BARRIERS AND COMMUNICATIONS

RECORDS CUSTODIAN, SECURE ACCESS, TRANSCRIPT/CREDENTIAL VERIFICATION AND LONG-TERM OBLIGATIONS

INDEPENDENT REVIEW, DELIVERY MILESTONES, UNRESOLVED RISKS AND CLOSURE

F18 Data incident, access, retention and disposal

INSTITUTION / PROGRAMME / CASE REFERENCE

CASE/DATA CATEGORY, PURPOSE, SENSITIVITY, OWNER AND ACCESS ROLES

INCIDENT OR REQUEST DETAILS, AFFECTED RECORDS, CONTAINMENT AND VERIFIED AUTHORITY

RETENTION PERIOD, SIX-YEAR SCHEME BASIS, INCIDENTAL-RECORD DELETION AND HOLDS

INVESTIGATION, NECESSARY COMMUNICATION, RECOVERY AND CORRECTION WITH HISTORY PRESERVED

AUTHORIZED DISPOSAL OR HOLD, DATES, RESPONSIBLE PERSON AND COMPLETION VERIFICATION

F19 Learning credential and micro-credential metadata

INSTITUTION / PROGRAMME / CASE REFERENCE

PROVIDER ISSUER, OFFERING ID/VERSION, LOCAL AWARD/CREDENTIAL TITLE AND SCOPE OF LR IF ANY

LEARNING OUTCOMES, PREREQUISITES, PROFILE CONTEXT, WORKLOAD/CREDIT BASIS AND DELIVERY DATES

ASSESSMENT, PASS RULE, INDIVIDUAL EVIDENCE, RESULT AND IDENTITY-VERIFICATION METHOD

TRANSFER/STACKING ARRANGEMENTS ACTUALLY AGREED; LIMITATIONS AND NO AUTOMATIC EQUIVALENCE STATEMENT

CREDENTIAL IDENTIFIER, VERIFICATION, CORRECTION/REVOCATION, EXPORT AND PRIVACY CONTROLS

F20 Scheme launch, review and acceptance record

INSTITUTION / PROGRAMME / CASE REFERENCE

EDITION, ADOPTION, RESPONSIBLE ENTITY, PANELS AND IMPLEMENTATION NOTICE

PILOT CATEGORIES/CONTEXTS, CALIBRATION, SAFEGUARDING, BURDEN AND CORRECTED FINDINGS

ANNUAL METRICS, LEARNER/EMPLOYER FEEDBACK AND INDEPENDENT EXTERNAL-REVIEW STATUS

ACTUAL ACCEPTANCE AGREEMENTS, SCOPE, EVIDENCE OF USE AND LIMITATIONS

PROSPECTIVE CHANGES, TRANSITION, LAUNCH/RELEASE APPROVAL AND ACTION OWNERS

Continuation and supporting detail

INSTITUTION / PROGRAMME / CASE REFERENCE

PARENT FIELD, REQUIREMENT OR RECORD ID / CONTINUATION NUMBER

FULL RESPONSE, SOURCE REFERENCES, RATIONALE AND LIMITATIONS

PREPARED BY / ROLE / DATE / AUTHORIZATION