



CANDIDATE NAME			
CANDIDATE REF. NO.			
QUALIFICATION TITLE			
START DATE		END DATE	

CONTENTS

Comments:

Pre-programme				
FORM:PSA-LD-001 Application Form	☐ Yes	☐ No		
Curriculum Vitae (C.V.)	☐ Yes	☐ No	☐ N/A	
FORM:PSA-LD-002 Interview Checklist	☐ Yes	☐ No	☐ N/A	
FORM:PSA-LD-003 Initial Assessment Record/Summary	☐ Yes	☐ No	☐ N/A	
Evidence of Initial Assessment	☐ Yes	☐ No	☐ N/A	
FORM:PSA-LD-004a Enrolment Form: Full Cost	☐ Yes	☐ No		
FORM:PSA-LD-004b Enrolment Form: Funded Courses	☐ Yes	☐ No		
Proof of Prior Qualifications	☐ Yes	☐ No	☐ N/A	
Start and On-Programme				
Course Information and Programme Timetable	☐ Yes	☐ No		
Registration with Awarding Body	☐ Yes	☐ No		
FORM:PSA-LD-005 Candidate Record of Attendance	☐ Yes	☐ No		
FORM:PSA-LD-006 Working Together Agreement	☐ Yes	☐ No		
FORM:PSA-LD-007 Induction Checklist	☐ Yes	☐ No		
FORM:PSA-LD-008 Candidate Personal & Emergency Contact Details	☐ Yes	☐ No		
FORM:PSA-LD-009b Individual Learning Plan (ILP): Short Course	☐ Yes	☐ No		
FORM:PSA-LD-010 Assessment/Qualification Tracking Sheet	☐ Yes	☐ No	☐ N/A	
Record of Correspondence (to/from Candidate)	☐ Yes	☐ No	☐ N/A	
Exit Programme				
FORM:PSA-LD-012b Course Evaluation/Exit Review: Short Course	☐ Yes	☐ No	☐ N/A	
Certificate of Achievement	☐ Yes	☐ No	☐ N/A	
Confirmation of Transfer/Withdrawal from Awarding Body	☐ Yes	☐ No	☐ N/A	