Study Programme Learner File Checklist

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| **Personal Details** | | | |
| **First Name** |  | **Last Name** |  |
| **Provider Name** |  | **Course Code** |  |

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| **No.** | **File Checklist** | **Tick** | **Hand in Date** |
| **Learner Start Payment** | | | |
| **22068** | Referral form |  | Within 14 days of course start date |
| **N/A** | Provider Initial assessment |  | Within 14 days of course start date |
| **N/A** | Proof of prior qualifications/ Learner records check |  | Within 14 days of course start date |
| **22024** | Timesheets |  | Within 14 days of course start date and then weekly |
| **22004a** | Personal Learning Plan- Part 1 |  | Within 14 days of course start date |
| **22073** | Work placement induction  checklist |  | Within 14 days of course start date (if applicable) |
| **22074** | Employer agreement |  | Within 14 days of course start date if applicable |
| **22029** | Employer Health & Safety Declaration |  | Within 14 days of course start date (if applicable) |
| **Learner Mid-Point Payment** | | | |
| **22024** | Timesheets |  | Weekly whilst learner is on programme |
| **22080** | Personal Learning Plan- Part 2 |  | At set intervals to demonstrate learner is active on programme |
| **Learner Completion Payment** | | | |
| **22024** | Timesheets |  | Final timesheets submitted |
| **22004c** | Personal Learning Plan- Part 3 |  | Within 14 days of the completion. |
| **N/A** | Study Programme Certificates |  | Within 14 days of the component being achieved  The overall success of the programme is determined by achievement of the **core aim.** |
| **Learner Achievement Payment** | | | |
| **N/A** | Study Programme Certificates |  | Within 14 days of the core aim component being achieved. |