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 inductionchecklist |[ ]  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.  |