

Record & review - checklist	Your comments
☐ Record the outcome – competent or not yet competent ☐ Record the gradings if appropriate ☐ Record how evidence was provided ☐ Complete necessary procedures and forms ☐ Advise identified personnel to enable qualification or statement of competence is issued ☐ Reflect on the process ☐ Get feedback from candidate, workplace supervisor and others involved in the process ☐ Consider possible improvements for next time ☐ Discuss with your supervisor, colleagues or assessors (validation) ☐ ☐ ☐	