**Independent Verification Declaration**

This form is to be completed by the trainer. Please email all documentation to [verification@cpcab.co.uk](mailto:verification@cpcab.co.uk)

Please provide the following documentation to support the assessment of this candidate group. **Failure to provide ALL this information will delay the Independent Verification and certification of the group.** Please use this table as a checklist to ensure that you have provided all the relevant documents for Independent Verification.

|  |  |
| --- | --- |
| Centre name: | Centre number: |
| Trainer name and e-mail address: |  |

|  |  |
| --- | --- |
| Which qualification? Please tick box: | ELSK-L2 ***□*** USM-L2 ***□*** |
| CPCAB group number: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of portfolios submitted for Independent Verification: | | | |
| How many have been assessed as ‘P’ (Proficient)? | |  | |
| How many have been assessed as ‘NP’ (Not Proficient)? | |  | |
| Internal Quality Assurance | | | |
| Name of Internal Moderator: |  | | |
| How many portfolios have been Internally Moderated from this group? |  | | |
| Name of Internal Verifier: |  | | |
| Has Internal Verification taken place for this cohort? | Yes/No | | |
| Have the Internal Assessment results been uploaded to the CPCAB portal? [portal.cpcab.co.uk](http://portal.cpcab.co.uk) | Yes/No | | |
| Please ensure you include the following with the candidate portfolios: **Please mark** | | | |
| Sample of candidate portfolios [[1]](#footnote-2) | | |  |
| Signed candidate portfolio cover sheets | | |  |
| Independent Verification Declaration | | |  |
| All candidate evaluations of the course | | |  |
| Internal Moderators’ report | | |  |

Signed (on behalf of the centre): Position:

Name (please print): Date:

1. The sample should consist of a minimum of four portfolios. If a group falls below the minimum number of 6 candidates, then all portfolios will need to be submitted to CPCAB for Independent Verification. All samples should reflect a range of abilities across the group where possible. [↑](#footnote-ref-2)