

# Internal quality assurance sampling plan and record

## PMO 9673-01

Version 1

Last modified 26-July-2021

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**Qualification:** Level 2 Diploma Property Maintenance Operative 9673-01

**Standardisation unit:** Assignment Task 1 & Task 2

**Name of IQA:** I.Q. Assure

					On- Programme evidence tracking components that are to be sampled. Components to be sampled by the IQA according to the sampling plan are shaded. Any additional unplanned sampling is identified U/P. Any Observations of assessor practice are identified OBS.													Category of IQA F – Formative I – Interim S – Summative			
					Assignment		Logbook Components/Maintenance Areas													Gateway Summative sampling date	
Candidate Name	Reg no	Reg date	Assessor Name	Sampling Dates	Task 1 (201)	Task 2 (210)	Observations (202, 203, 211 & 212)	Planning (205)	Painting Tasks (204)	Tiling Tasks (204)	Plumbing Tasks (206)	Electrical (207)	Heating & Ventilation (208)	Building Fabric (209)	Behavioural Attributes	Interpersonal Skills	Supportive Evidence Requirements	Optional Units			
																		Security (213)	Accessibility (214)		
A. Learner	ABC123	01.10.2020	A. Sessor	Proposed	Feb 21														N/A	N/A	
				Actual	20.02.21																
B. Learner	ABC234	01.10.2020	A. Sessor	Proposed	U/P		Mar 21										Mar 21	N/A	N/A		
				Actual	15.02.21		14.03.21														
C. Learner	ABC345	01.10.2020	A. Sessor	Proposed					Mar 21					U/P			Mar 21	N/A	N/A		
				Actual					14.03.21					15.02.21							
D. Learner	ABC456	01.10.2020	A. Sessor	Proposed				Mar 21									Mar 21	N/A	N/A		
				Actual				14.03.21													
E. Learner	ABC567	01.10.2020	A. Sessor	Proposed				OBS Feb21				Apr 21					Feb/Apr 21	N/A	N/A		

				Actual				15.02.21											
F. Learner	ABC678	01.10.2020	A. Sessor	Proposed						Apr 21						Apr 21	N/A	N/A	
				Actual															
G. Learner	ABC789	01.10.2020	A. Sessor	Proposed						Mar 21						May 21	N/A	N/A	
				Actual						15.02.21									
H. Learner	ABC890	01.10.2020	A. Sessor	Proposed								Apr 21				Apr 21	N/A	Apr 21	
				Actual															
I. Learner	ABC901	01.10.2020	A. Sessor	Proposed										May 21	May 21	May 21	N/A	N/A	
				Actual															
J. Learner	ABC902	01.10.2020	A. Sessor	Proposed		Feb 21							May 21			May 21	N/A	N/A	
				Actual		03.02.21													

Key:

	agreed sampling
	additional unplanned sampling until assessor confident re: centre practices

Disclaimer: This IQA sampling plan is an exemplar only and can be adapted to suit centre quality assurance requirements. The sample plan above covers the on-programme components of the Level 2 Diploma Property Maintenance Operative 9673-01, that must be achieved prior to gateway approval. The IQA sampling plan above does not include EPA.

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## Contact us

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