All highlighted text in this template is provided as guidance for the chair of the internal standardisation meeting. Please delete and replace with relevant data.

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| ASDAN qualification:   |
| Level:  |
| Date of meeting:  | Location of meeting: |
| Attendees: |
| Apologies: |

Standard agenda items/minutes

Agenda items can be added and amended as necessary.

| **Agenda item** | **Estimated timing** | **Minutes**  | **Action**  | **Person(s) responsible** | **Deadline date** |
| --- | --- | --- | --- | --- | --- |
| 1. **Welcome**
 |  |  |  |  |  |
| 1. **Actions from previous standardisation meeting/activity**
 |  |  |  |  |  |
| 1. **Qualification updates**
 |  |  |  |  |  |
| 1. **External quality assurance feedback**
 |  | eg from external moderation feedback report, ASDAN QA review, ASDAN audit |  |  |  |
| 1. **Sampling (of current cohorts)**
 |  |  |  |  |  |
| 1. **Key themes for current standardisation – areas of concern and best practice**
 |  |  |  |  |  |
| 1. **Standardisation of assessment**
 |  | Note: samples of learner work and other types of evidence should be carefully selected prior to the meeting, you may wish to consider redacting personal information or any existing assessor feedback prior to standardisation. Sufficient time should be allocated for discussing assessment judgements to ensure that agreement is reached.  |  |  |  |
| 1. **Summary of standardisation outcomes – good/best practice and areas for development**
 |  |  |  |  |  |
| 1. **AOB (any other business)**
 |  |  |  |  |  |
| 1. **Confirmation of key areas and actions**
 |  | From individual feedback records |  |  |  |

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| **Key areas of good practice**  | **Action**  | **Action owner(s)** | **Deadline date** |
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| **Key areas for development**  | **Action**  | **Action owner(s)** | **Deadline date** |
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