

Youth Achievement Awards Internal Moderation Request Form

Please use a separate form if you have more than 12 portfolios.

Participating Unit:					Reg. No:					
Key Contact:					Tel:					
Date of Internal Moderation:					Date of EMM:					
SAMPLE NUMBER	CANDIDATE NAME <small>Print name in CAPITAL LETTERS as required on certificate</small>	Booklet No.	Level	Age	F / M	Ethnic Origin	Disability	Award Group Worker	I/M USE ONLY	
									YC?	S?
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
<p>Key Worker Statement:</p> <p>"I confirm that the above portfolios contain fully completed booklets with signatures from the Award Group and the Award Group Worker. Each portfolio also contains an Internal Moderation Checklist."</p> <p>Any other comments:</p>										
Key Worker's Name:				Signature:				Date:		



To be signed by Lifetrain representative only:

"The above listed portfolios have been received for Internal Moderation"

Signed:

Date:

Youth Achievement Awards Internal Moderation Request Form Administrative Instructions

1. Participating Unit Details:

The name and registration number of the Participating Unit should be printed clearly in block capitals at the top of the sheet.

2. Name / Age / Sex / Level:

Names of candidates as required on certificates should be printed in BLOCK CAPITALS. A charge will unfortunately have to be made for replacement certificates where incorrect certificates have been issued as a result of incorrect spelling or lack of clarity on forms. Please indicate the age of the candidate (in whole years) at the time of External Moderation and indicate sex by putting **F** or **M**. Please also indicate Award Level i.e. **B** = Bronze, **S** = Silver, **G** = Gold, **P** = Platinum.

3. Booklet Number

Each new version of the Award booklets has a unique number. This can be found at the top left hand corner inside the front cover of the booklets.

4. Equal Opportunities Data:

Adding information about a young person's Ethnic Origin and/or Disability is optional. However, this information is helpful for monitoring purposes and will support the development of the Awards. Please ensure that candidates are asked how they wish to be described. If the young person belongs to an ethnic group that is not listed, they may, if they wish, specify this alongside the given code (see below for example). Similarly, a young person should be asked if they consider themselves to be disabled.

ETHNIC ORIGIN:

White:

- 01 British
- 02 Irish
- 03 Any other White background

Mixed:

- 04 White and Black Caribbean
- 05 White and Black African
- 06 White and Asian
- 07 Any other Mixed background

Asian or Asian British:

- 08 Indian
- 09 Pakistani
- 10 Bangladeshi
- 11 Any other Asian background

Black or Black British:

- 12 Caribbean
- 13 African
- 14 Any other Black background

Chinese or other ethnic group:

- 15 Chinese
- 16 Any other ethnic group
- Leave blank if candidate prefers not to say

DISABILITY:

- N Non disabled candidate
- O Candidate with a learning difficulty
- P Blind Candidate/candidate with a visual impairment
- Q Deaf Candidate/candidate with a hearing impairment
- R Disabled candidate with an impairment not listed above

Leave blank if candidate prefers not to say

5. Award Group Worker:

Please indicate the initials of the Award Group Worker with whom the candidate carried out the majority of the Award. This person *should* have completed the YAA Introductory Training.

6. Key Worker Statement:

This should be signed and dated by the key worker to ensure the portfolios are ready for Internal Moderation.

7. Lifetrain Confirmation:

The representative from Lifetrain who receives the portfolios for Internal Moderation will sign this section to confirm we have the folders and are in the process of moderating them.

EXAMPLE:

SAMPLE NUMBER	CANDIDATE NAME <i>Print name in CAPITAL LETTERS as required on certificate</i>	Booklet No.	Level	Age	F / M	Ethnic Origin	Disability	Award Group Worker	I/M USE ONLY
1	<i>DARREN BONSU</i>	<i>586</i>	<i>S</i>	<i>17</i>	<i>M</i>	<i>13</i>	<i>N</i>	<i>JL</i>	
2	<i>SIOBHAN LLEWELLYN</i>	<i>7260</i>	<i>B</i>	<i>15</i>	<i>F</i>	<i>03 Welsh</i>	<i>P</i>	<i>JL</i>	