**NCFE CACHE Level 1 / 2 Technical Award in Child Development and Care in the Early Years (603/7012/9)**

**You must upload a checklist for each learner selected for moderation**

**Learner Evidence Upload Checklist**

This document is intended to support centres with understanding what evidence is expected for each task within the non-examined assessment (NEA) and allows centres to indicate where additional or alternative evidence has been created.

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| **Learner name** | This should match the name used to register the learner on the Portal |
| **NCFE learner number** |  |
| **Batch number** |  |
| **Reasonable adjustment made?****Yes / No** | If yes, please upload JCQ VQ / IA form to the Portal.Indicate if any reasonable adjustments were applied for this learner |

* Please indicate the **evidence completed** for the above learner.
* Please **include a copy** of this completed checklist alongside uploaded evidence.
* Guidance on how to upload learner evidence, including evidence naming conventions can be found in the [portal user guide](https://www.ncfe.org.uk/qualifications/centre-onboarding/portal-user-guide/) and our ['view students selected for moderation and upload evidence’](https://www.youtube.com/watch?v=5ZE02itPpak) video resource.

**Assignment – NEA**

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| **Task** | **Expected evidence** | **Tick if uploaded** |
| **Preparation and research** | Research pack of no more than four sides of A4, font size 12 (if word processed). | [ ]  |
| **Task 1: support strategies – transitions** | * A leaflet
* A written report

Your leaflet and written report can be either word processed or handwritten. | [ ]  |
| **Task 2: planning cycle – observe and assess** | * A written report:
* word processed or handwritten.
 | [ ]  |
| **Task 3: planning cycle – plan for identified support needs** | * A written report:
* word processed or handwritten.
 | ☐ |
| **Task 4: planning play activities** | * Activity plan (x2):
* word processed or handwritten.
 | ☐ |
| **Task 5: health and Safety procedures – food hygiene procedure** | * Completed food hygiene procedure:
* word processed or handwritten.
 | ☐ |
| **Task 6: evaluation of planning** | * Evaluation:
* word processed or handwritten.
 | ☐ |
| **Assessor Feedback Form** | Assessor feedback to learner | [ ]  |

Please specify below where the evidence submitted differs from the above:

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| This could be additional documents created by a learner for a task, or where the format of evidence differs from the expected evidence above, such as several videos or documents for one task. Please also use this box to outline any tasks where no evidence has been created by a learner.Where a learner’s mark for a task has been submitted as a DNA (Did not attend), no evidence is expected for the asscociated task and details should be included in this section.If a learner has been awarded 0 marks on the Portal, evidence may be present. |

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| Please specify below the details of the centre contact in relation to queries about the upload of evidence: |

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| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Contact number** |  |