

LA6 Community Project- Organisations Quality and Audit Checklist

Organisation:		Delivery Location	
Local Authority:			
Project Name:			
Start Date:		End Date:	
Number of Learners at Start:		Number of Learners at End:	

Number of Enrolment forms received:		
Number of Timesheets received:		
Number of completed Individual Learning Plans:		
Number of progressions to Employment forms:		
Number of progressions into Further Learning forms:		
Number of progressions to other Positive Destination forms:		
Number of Early Leaver/ Withdrawal form received:		
If accredited provision, confirmation of learner Registration and Certification from awarding organisation (please attach):	YES	NO
Confirm all learners attended for at least 85%:	YES	NO
Confirm all learners have at least 3 SMART targets:	YES	NO
Confirm completion of Scheme of Work and Learner Profiles:	YES	NO
Completed RARPA Review of Programme	YES	NO
Self-Assessment Report	YES	NO
Spreadsheet recording eligible expenditure	YES	NO
At least 3 Case Studies with Consent forms per contract:	YES	NO
Photo of poster in the delivery Venue emailed to LA6 team	YES	NO
LA6 Office use		
Monthly reports received		
Grant Agreement signed		
Policies and Procedures received		
Payments Made		