Standardisation Meeting Agenda Template		
Qualification Title:		
Level:		
Title of assessment:		
Tasks:		
Assessment delivery method:	Remote:	Face-to-face:
Date and location of the standardisation meeting:		
Assessors/IQA(s) present at the standardisation meeting:		
Agenda items:		

Issues/topics from delivery:	
Comments related to specific SoS (Key considerations and expectations when awarding a pass, sufficiency of evidence, application of skills):	
Actions for Assessors:	

Actions for IQA(s):	
Actions to follow up with EQA:	
A.O.B	
Date of next meeting:	