

EXTERNAL APPLE MODERATOR PROFORMA

Please read the attached Guidance Notes before completing the report

Name of Moderator		
HEI (Moderator's employer)		
HEI delivering the APPLE scheme		
Date		
Routes currently offered by HEI	Please circle Experiential route Programme route	
Please complete the rest of this proforma as appropriate:		
EXPERIENTIAL ROUTE		
Number of experiential route applications being moderated		
Are you satisfied that the experiential applications have been appropriately assessed?	Yes	No
If no, please detail any areas of concern.		
Are you satisfied with the authenticity of the evidence attached?	Yes	No
Are you satisfied that the evidence is sufficient to demonstrate that the learning outcomes were achieved?	Yes	No
Were all the experiential route portfolios available for you to sample?	Yes	No
Experiential route additional comments (if any)		
PROGRAMME ROUTE		
Title of programme route		
Programme route delivery dates	<i>Start</i> <i>Start</i> <i>Start</i>	<i>Finish</i> <i>Finish</i> <i>Finish</i>
Number of programme route assessments being moderated		

SECTION 1: PROGRAMME ROUTE: ACTION POINTS, GOOD PRACTICE AND SUGGESTIONS FOR IMPROVEMENT

1.1 ACTION REQUIRED

Please detail any points that require action

Section	Action
1	
2	
3	
4	
5	

1.2 AREAS OF GOOD PRACTICE WITHIN THE APPLE ACCREDITED PROGRAMME

Please indicate any exceptional features of good practice of the accredited APPLE programme identified through moderation.

1	
2	
3	
4	
5	

1.3 RECOMMENDATIONS

Please highlight any recommendations that you would like to make to improve the delivery of the accredited course.

1	
2	
3	
4	
5	

SECTION 2: PROGRAMME ROUTE: RESPONSE TO MODERATORS FEEDBACK FROM PREVIOUS YEAR		
	Yes	No
2.1 If appropriate, has the action plan from last year's moderator report been implemented in full?		
2.2 If appropriate, has the HEI responded to any recommendations from last years report?		
2.3 Additional comments on 2.1 and 2.2:		
SECTION 3: PROGRAMME ROUTE ASSESSMENT		
	Yes	No
3.1 Are you satisfied with the assessment strategy that is in place?		
3.2 Are you satisfied that the assessment is appropriate to the learners?		
3.3 Are you satisfied that the assessment criteria has been applied appropriately and consistently?		
3.4 Are you satisfied that learners have been provided with adequate and appropriate feedback?		
3.5 Are you satisfied with the authenticity of the evidence attached?		
3.6 Are you satisfied that the evidence is sufficient to demonstrate that the learning outcomes were achieved?		
3.7 Were all APPLE programme route applications available for you to sample?		
3.8 Additional comments on the above:		

EXTERNAL APPLE MODERATION GUIDANCE NOTES FOR MODERATORS

- 1 All moderators must use this pro-forma to ensure parity.
- 2 A minimum of 2 experiential route applications and 2 programme route applications should be moderated each year.
- 3 If an HEI is running more than one accredited APPLE programme route (with a different title) a separate form must be completed.
- 4 The pro-forma is available to download from the APPLE information at www.cot.org.uk/applescheme.
- 5 Moderators must ensure that the reports are typed and not hand written.
- 6 There is one proforma for both the experiential and programme routes. Moderators should address all questions on the pro-forma relevant to the routes that the HEI are running.
- 7 If there are major action points which the HEI needs to address immediately, these should be listed as action points under section 1.1.
- 8 Moderation reports should be submitted to Clair Parkin, PA to Head of Learning and Learning at clair.parkin@cot.co.uk or by post to: Clair Parkin, Education Team, College of Occupational Therapists 106-114 Borough High Street, London, SE1 1LB