

Induction Checklist

Lean RCM™ Candidates

This form should be completed by all candidates starting an award

Full Name:		Date of Birth:			
Home Address:					
Company:		Award Title: (Please Circle)	Level 1	Level 2	Level 3
Checklist					
All candidates taking part in a Lean RCM™ Award must participate in a Candidate Induction carried out by the Assessor at the start of the programme. The Induction will cover the items listed on the checklist below. Please confirm you have been made aware of the following policies and procedures:					
					Tick
Structure of Qualification – IMPACT Masterclass™ Lean RCM™ Team Workbook					
Roles and Responsibilities of the Candidate, Assessor, Internal Verifier and External Verifier –06-03-04					
Method of Delivery – 06-03-20					
Methods of Assessment and Internal Verification – 06-03-02					
Retrospective Prior Learning Procedure (RPL) – 06-03-05					
Reference and Learning Material for the Award - IMPACT Masterclass™ Lean RCM™ Team Workbook					
Equal Opportunities Policy – 02-01-03					
Health and Safety Policy – 05-01-02					
Complaints and Grievance Procedures – 06-03-13					
Internal Assessment Appeals Procedures – 06-03-07					
Malpractice Policy – 06-03-03					
Data Protection Policy – 08-08					
Declaration					
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Under the terms of the Data Protection Act 2018, I consent that my personal details are being given to SQA for certification purposes. I give permission for the Centre to receive and open my certificate before forwarding to me.					
Candidate:					(print)
Assessor:					(print)
Date:					