



External Moderation Support and Training Dates for 2010

- Youth Achievement Award Moderation & Support
- Agency Moderator Training
- PSD Training
- Wider Key Skills (WKS) Training
- Youth Challenge & Youth Challenge Extra (Support)

Region	Date	Venue and times	ASDAN Moderator	Deadline for submission of EMFs to ASDAN	Deadline for online submissions of EMFs to ASDAN
LONDON / SOUTH & EAST	04-MAR-10	LONDON – CAN MEZZ - LOMAN STREET External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	MIKE DAVIES	04-Feb-10	11-Feb-10
NORTH EAST	09-Mar-10	DURHAM - COUNTY HALL External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	TERRY TASKER	09-Feb-10	16-Feb-10
WEST MIDLANDS	10-Mar-10	BIRMINGHAM YOUTH SERVICE External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	TIM LEAMAN	10-Feb-10	17-Feb-10
SOUTH WEST	15-Mar-10	TAUTON – BISHOPS HULL HOUSE External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	ANNE BETTS	15-Feb-10	22-Feb-10
EAST	18-Mar-10	CAMBRIDGE – WOLFSON COURT External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	TBC	18-Feb-10	25-Feb-10
NORTH WEST	24-Mar-10	MANCHESTER – DALTON ELLIS HALL External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	DAVE MCNICHOLL	24-Feb-10	03-Mar-10
EAST MIDLANDS	25-Mar-10	LEICESTER - NYA External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	DAVE MCNICHOLL	25-Feb-10	04-Mar-10
LONDON / SOUTH & EAST	15-Jun-10	LONDON – CAN MEZZ – LOMAN STREET External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	MIKE DAVIS	20-May-10	27-May-10
EAST MIDLANDS	16-Jun-10	BIRMINGHAM YOUTH SERVICE External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13.30 – 16:00	TIM LEAMAN	19-May-10	26-May-10

NORTH WEST	30-Jun-10	PRESTON – WORDEN ARTS CENTRE External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	DAVE MCNICHOLL	02-Jun-10	09-Jun-10
YORKSHIRE & HUMBER	21-Jul-10	DONCASTER – MBC External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	TERRY TASKER	23-Jun-10	30-Jun-10
SOUTH WEST	20-Sep-10	TAUNTON – BISHOPS HULL HOUSE External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	ANNE BETTS	23-Aug-10	30-Aug-10
EAST MIDLANDS	22-Sep-10	NORTHAMPTON – HUNSBURY HILL CENTRE External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	DAVE MCNICHOLL	25-Aug-10	01-Sep-10
NORTH WEST	23-Sep-10	LIVERPOOL – PARTNERSHIP FOR LEARNING External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	DAVE MCNICHOLL	26-Aug-10	02-Sep-10
LONDON / SOUTH & EAST	29-Sep-10	LONDON – CAN MEZZ – LOMAN STREET External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	MIKE DAVIS	01-Sep-10	08-Sep-10
NORTH EAST	12-Oct-10	DURHAM COUNTY HALL External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	TERRY TASKER	14-Sep-10	21-Sep-10
WEST MIDLANDS	20-Oct-10	BIRMINGHAM YOUTH SERVICE External Moderation Meeting 18:00 – 21:00 YAA Network Meeting 15:30 – 18:00	TIM LEAMAN	22-Sep-10	29-Sep-10
LONDON – SOUTH & EAST	07-Dec-10	LONDON – CAN MEZZ – LOMAN STREET External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	MIKE DAVIS	09-Nov-10	16-Nov-10
EAST MIDLANDS	08-Dec-10	NOTTINGHAM - TBC External Moderation Meeting 10:00 – 13:00 Agency Moderator Training 13:30 – 16:00	DAVE MCNICHOLL	10-Nov-10	17-Nov-10
NORTH WEST	09-Dec-10	PRESTON – WORDEN ARTS CENTRE External Moderation Meeting 10:00 – 13:00 YAA Network Meeting 13:30 – 16:00	DAVE MCNICHOLL	11-Nov-10	18-Nov-10

Please complete the reply slip overleaf, and return to Jade McDermott at ASDAN Central Office at least 20 working days prior to the meeting date, thank you



YOUTH ACHIEVEMENT AWARD MODERATION REPLY SLIP / CONFIRMATION OF ATTENDANCE

*The reply slip must be received by ASDAN at least **20 working days prior** to the meeting you wish to attend *with the original External Moderation Form*, in order to guarantee places at the meeting.

Please write in block capitals

I wish to attend the meeting at:

Date:

Operating Agency:

OA No.: YOA

Agency Moderator Attending:

Address:

Post Code:

Tel:

Fax:

E-mail:

Attendees – Please tick the relevant boxes for each individual

1. Name:

Will be attending:

External Moderation Meeting

For feedback only and **not** bringing candidate portfolios

Agency Moderator Training

2. Name:

Will be attending:

External Moderation Meeting

For feedback only and **not** bringing candidate portfolios

Agency Moderator Training

1. Name:

Will be attending:

External Moderation Meeting

For feedback only and **not** bringing candidate portfolios

Agency Moderator Training

Attendees of ASDAN Training only will be provided with lunch – please indicate any dietary requirements

External Moderation

I am/we are bringing candidate work for moderation for **Youth Achievement Awards** and have enclosed the relevant fully completed original External Moderation Form(s) from the following participating unit(s):

Participating Unit name

PU No: YPU

Participating Unit name

PU No: YPU

Participating Unit name

PU No: YPU

Please turn over



Admin Arrangements - please read the following carefully, thank you.

In order to encourage achievement and success for the young people involved in the Awards, we must be fair to all and have an acceptable quality assurance system. As an awarding body we have a responsibility to treat all candidates fairly and equally. Please ensure you carefully read and adhere to the following checklist so we can ensure success for all who deserve it:

Checklist :-

- **All paperwork deadlines for all meetings are 20 WORKING DAYS prior to the meeting (this includes notice of attendance which must be submitted at the same time as the *External Moderation Form*). Paperwork must be submitted by Operating Agencies only and NOT directly from a Participating Unit**
- Please write firmly and clearly in BLOCK CAPITALS on the *External Moderation Form*, ensuring that all names are spelt clearly and correctly (if not our error, replacement certificates will be charged at £5.50 plus postage & packaging) and that all fields have been completed. These include Centre Numbers and Assessor Initials.
- **1 week prior to the meeting you will receive a map and notification of the sample to take for moderation.**
- Key Contacts must take responsibility for ensuring the internal checklist has been completed for **all** young people prior to entering their names and that portfolios have been internally moderated (trained Agency Moderators may sample at this stage) thereby ensuring that the minimum requirements of the relevant programme have been met.
- Withdrawing names after they have been entered is not acceptable, unless there are exceptional circumstances. Changes need to be notified in writing to the YAA Admin Officer at ASDAN and signed by the Agency Moderator.
- Adding names to the list after the deadline is not acceptable unless there are exceptional circumstances. In this case portfolios from additional young people will be selected to go through external moderation, this will be at the discretion of the External Moderator who will be running the meeting and must be notified in the first instance to the YAA Admin Officer at ASDAN.
- **Certificates take approximately 20 working days to be processed following moderation.** If you have an award ceremony and require certificates earlier please let us know in writing to the YAA Admin Officer at ASDAN Central Office when submitting meeting paperwork and we will try our utmost to accommodate you.

Please forward to the YAA Admin Officer, ASDAN, Wainbrook House, Hudds Vale Road, St George, Bristol, BS5 7HY. Fax: 0117 935 1112, email: yaa@asdan.org.uk