Internal Moderation Panel Process

4 weeks before Panel
- Social Work L&D Administrator to QA all portfolios and populate internal moderation checklists
- Portfolios and moderation checklists uploaded to MS Teams channel

3 weeks before Panel
- Email sent to moderators advising portfolio is ready to be moderated with deadline
- Calendar invites sent out with agenda and timeslots

1 week before Panel
- Deadline for moderated portfolios and moderation checklists
- Email sent to Social Care Lead attending the panel to inform them that checklists are completed and can be viewed on the MS Teams channel

Day of Panel
- Moderators present their feedback to the panel in 10 minute slots
- Minutes and actions recorded

Post Panel
- Feedback shared with NQSW and Assessor