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Minutes on the progress of counselling

First name and Surname of the advisor:

First name and Surname of the candidate:

NVQ: _____

Description of the counselling procedure:

Opinion about the candidate:

Basic information about the candidate's experiences and the necessary documents

Candidate's knowledge about the catalogue and the scope of their knowledge, skills and competences in relation with the catalogue.

Date:

Advisor

Candidate

Description of the meetings with the candidate

1st meeting

Date:

Candidate participated to the group counselling

Contents:

Presentation of the basic documents, advantages of the NVQ, entry requirements, instruction for the procedure of assessment and recognition of NVQ...

2nd meeting

Date:

Candidate participated to the group counselling

Contents:

How to design portfolio, presentation of the form and the sample.

3th meeting

Date:

Individual counselling

Portfolio assessment, information about the assessment committee and other questions related to the assessment and recognition procedure.

Date:

Advisor