

## SAQA / KRG “TO DO LIST” 14 JAN 2015

This does not include contracting / commissioning work and communication

| Objective                     | Steps                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Dates by                                                                                                                                                                                                         |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. SVR packs printed          | <ul style="list-style-type: none"> <li>a. Individual SVR designed</li> <li>b. Cover designed</li> <li>c. Individual SVR page set in 11 langs</li> <li>d. Print runs determined</li> <li>e. Individual SVRs and covers printed</li> </ul>                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>a. 14.1</li> <li>b. 14.1</li> <li>c. 23.1</li> <li>d. 23.1</li> <li>e. 30.1</li> </ul>                                                                                    |
| 2. SVR packs distributed      | <ul style="list-style-type: none"> <li>a. Distribution approach decided</li> <li>b. Reporting forms designed and printed</li> <li>c. Stationery organised</li> <li>d. Comprehensive packs packed</li> <li>e. Packs delivered</li> <li>f. Packs signed for</li> </ul>                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>a. 30.1</li> <li>b. 30.1</li> <li>c. 30.1</li> <li>d. 4.2</li> <li>e. 9.2</li> <li>f. 16.2</li> </ul>                                                                     |
| 3. Site visitors training run | <ul style="list-style-type: none"> <li>a. Agree on approaches to training</li> <li>b. Admin / logistics training designed</li> <li>c. Training for application of ind SVR designed</li> <li>d. Training cascade started</li> <li>e. Training cascade ended</li> </ul>                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>a. 14.1</li> <li>b. 30.1</li> <li>c. 14.1</li> <li>d. 9.2</li> <li>e. 13.2</li> </ul>                                                                                     |
| 4. Site visits completed      | <ul style="list-style-type: none"> <li>a. Site visits set up in detail</li> <li>b. Site visits start</li> <li>c. Site visits monitored by Sen Verifiers</li> <li>d. Site visits completed</li> </ul>                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>a. 13.2</li> <li>b. 16.2</li> <li>c. 18.2-2.3</li> <li>d. 2.3</li> </ul>                                                                                                  |
| 5. SVRs ready for handling    | <ul style="list-style-type: none"> <li>a. Collection and return methods decided</li> <li>b. Storage arranged</li> <li>c. Processing venue arranged</li> <li>d. Returned packs signed in and recorded</li> <li>e. Initial tally of returns</li> <li>f. Matching LAPs secured</li> <li>g. SVRs and LAPs linked</li> <li>h. Packs sorted for processing</li> <li>i. Sign out / sign in forms ready</li> <li>j. Clerical back-up appointed and trained</li> </ul> | <ul style="list-style-type: none"> <li>a. 14.1</li> <li>b. 13.2</li> <li>c. 13.2</li> <li>d. 6.3</li> <li>e. 9.3</li> <li>f. 20.3</li> <li>g. 20.3</li> <li>h. 20.3</li> <li>i. 20.3</li> <li>j. 20.3</li> </ul> |

| Objective            | Steps                                                                                                                                                                                       | Dates by                                                                |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 6. Marking completed | a. Marking process tightened up<br>b. Forms re-designed<br>c. Forms printed and ready<br>d. Markers appointed<br>e. Training designed<br>f. Training run<br>g. Marking completed            | a. 14.1<br>b. 6.3<br>c. 20.3<br>d. 3.3<br>e. 14.1<br>f. 23.3<br>g. 27.3 |
| 7. Report submitted  | a. Marking data captured<br>b. Marking data delivered to JA<br>c. Initial analysis completed<br>d. Preliminary advice letter to SAQA<br>e. Report draft complete<br>f. Final report to SAQA | a. 30.3<br>b. 30.3<br>c. 3.4<br>d. 6.4<br>e. 10.4<br>f. 17.4            |
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