

CHECKLIST FOR RETURNING PAPERWORK

NZQA Unit Standard 4098

Preceptor's Name: _____

Assignment

Preceptor Assignment Declaration Form – Assignment (WPA1) yellow

Intern Verification Form – Assignment (WPA3) pink

Observer Verification Form - Assignment (WPA4) green

Assignment Cover Sheet (buff) week 1

MUST include:

- At least two scripts for each week of the assignment
- Questions asked AND notes of the answers given by the intern
- Notes of feedback given
- Assignment Assessment Sheet Week One

Assignment Cover Sheet (buff) week 2

MUST include:

- At least two scripts for each week of the assignment
- Questions asked AND notes of the answers given by the intern
- Notes of feedback given
- Assignment Assessment Sheet Week Two

Assignment Cover Sheet (buff) week 3

MUST include:

- At least two scripts for each week of the assignment
- Questions asked AND notes of the answers given by the intern
- Notes of feedback given
- Assignment Assessment Sheet Week Three

A copy of the Assignment (2 or 4) used

Appraisal

Preceptor Appraisal Declaration Form (WPA2) blue

Intern Verification Form – Appraisal (WPA3) pink

Observer Verification Form – Appraisal (WPA4) green

Appraisal Cover Sheet (purple)

Filled in reflection section on the appraisal cover page

A copy of the Appraisal (1, 2 or 3) used