



FILE NAMING STANDARDS POLICY

Document No: FNS_001

Version No: V1.1

Date: 10th March 2022

Purpose

The purpose of this policy is to provide guidance on file naming standards within the organisation.

LEARNER ASSESSMENT EVIDENCE

Example File Names

The evidence type should be located at the start of the file name:

Professionaldiscussion_john_smith_unitnumber_datexx/xx/xxxx.docx

This should then be abbreviated to the following format:

PD_John_Smith_500_19062019.docx

RA_John_Smith_509_19062019.mp3

Different evidence types and their abbreviations (non-exhaustive list)

Professional Discussion – PD

Reflective Account – RA

Question and Answer – QA

Simulation – SI

Observation – OB

Recognised Prior Learner – RPL/APL

Assignment – AS

DOCUMENT FILE NAMING

Example file names

FPR_John_Smith_19062019.docx

Documenttype_first_last_19062019.docx

Different document types and their abbreviations (non-exhaustive list)

Formal Progress Review – FPR

Session Review – SR

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Action Plan – AP

Special Measures Action Plan – SMAP

INTERNAL QUALITY ASSURANCE FILE NAMING

Example file name

IQA_John_Smith_001_500_29062019.docx

Document type_first_last_reportnumber_unit_date.docx

Different document types and their file name (non-exhaustive list)

IQA Sampling Report – IQA

Lead IQA Sample Report – LIQA

Observation of teaching, learning and assessment – OTLA

Observation of teaching, learning, assessment and review – OTLAR

Learner Journey Report – LJR

Standardisation Meetings – STM

Quality Meetings – QM