Evidence gathered — 12 months

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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5 complete blocks · 3 gaps · fictional document

Fictional document — demonstration example

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Fictional document, produced for demonstration. **This document does not say whether the provider complies.** It gathers evidence; whether it suffices is judged with the quality lead, against the version of the framework in force on the day of the audit.

Why no indicator is reproduced here

Quality frameworks change, and their indicators get renumbered. A provider preparing from a list copied out of a demonstration document would prepare against a stale version — the opposite of the service intended. Evidence is therefore sorted by what it establishes, not by a number.

What is complete

Block	What it establishes	Volume	Period
Detailed programmes	The content announced	18 sessions	12 months
Attendance sheets	Delivery	18 sessions	12 months

Block	What it establishes	Volume	Period
Signed agreements	The parties' agreement	18 sessions	12 months
Trainer CVs and competence certificates	The skills deployed	7 trainers	current for 6
Review minutes	Governance	2 reviews	2 of 2

The three gaps, and what each needs

Gap	Extent	What closes it	Time
Satisfaction surveys	**Response rate at 31%**	**Fix the sending, then chase**	2 to 3 weeks
June certificates	14 learners	11 generated this morning, 3 pending	Immediate for 11
Trainer contract	3 sessions	Signature	A few days

> **The first gap does not close by chasing.** A 31% response rate obtained by insisting is still a 31% response rate; it is the cause that must be dealt with, and it is technical.

What remains to be judged, and by whom

Sufficiency of the evidence gathered: ☐ judged on ...../...../..... by ..... · **framework version used:** .....

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