**Student lists - Stage 2 / Re-assessment**

Please use this table to send your lead assessor details of the students available to interview during your assessment.

If you are using your own list/template, please ensure all students names are numbered, so that the assessor can let you know the reference number of those selected.

**Sending the student lists**

Please use the following grids to submit the student lists to the Baby Friendly office so they can be accessed by your assessment team. The list will need to be sent **at least two weeks in advance of the assessment**

Sending data such as names and contact details should be done securely;

* We strongly recommend you send the files via a secure file sending system and password protect the document. **Please do not send the lists via email without any encryption.**
* You may wish to use the upload link to send the file (see guidance below) or your own internal IT department may have a preferred approach or system to use. Allowing plenty of time to research and finalise safe sending of the data will help avoid delay and potential threat to us being able to carry out your assessment effectively.

To send us these files directly, please visit this uploading page on our website

[unicef.org.uk/BabyFriendly/Health-Professionals/going-baby-friendly/Health-professionals-contact-us/](http://www.unicef.org.uk/BabyFriendly/Health-Professionals/going-baby-friendly/Health-professionals-contact-us/)

and follow the link to the Sharepoint upload page

Before you send us any files, please ensure the file names are clear and concise as to what the file contains. Please ensure your organisation name is specified within the document as well. E.g. “Telephone list – Organisation name” or “Curriculum – Organisation name”.

Click ‘select files’ and then choose the file you’d like to send from your computer. You will be prompted to enter your first/last name.

**Please then send an email to** bfi@unicef.org.uk **to confirm how many files you have uploaded to us, so we can confirm receipt of the files.**

*The information provided will only be used in relation to this assessment; we care about keeping your data safe; for more information about Unicef UK’s privacy policy please visit*[*unicef.org.uk/legal/cookies-and-privacy-policy/*](https://www.unicef.org.uk/legal/cookies-and-privacy-policy/)

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| **Name of your university:** |  | **Dates of assessment:** |  |

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| **Head of Department***Please tell us the name of the head of service* |  |

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|  | **Lecturers***Please tell us the names of all lecturers and their area of responsibility.**If you are unsure who to include, we are looking for lecturers who have input into the programme related to* *Baby Friendly learning outcomes* |
|  | **Name** | **Topic area** |
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| **Students***Please tell us the names of all students who are on available on the day of the assessment so that we can make a random selection for interview. It is expected that all students are available to take part with the exception of students who are unavailable due to sickness, post night duty. Please tell us their placement hospital/area so that we can select a sample which has a representative spread.* |
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| **Day 2 of assessment** |
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