

Centre Activity Report



External Quality Assurance Sampling Visit

Section 1 Contact details

1.1 Transaction number	8000093171
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1.2 Centre Name	Morris Services Ltd
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1.3 Centre number	008107
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1.4 Centre contact	
Title	
First name	James
Surname	Morris
Telephone number*	
Email address*	james.morris@morrisservices.co.uk

Consultant Name	Shaun Smith
Type of activity	External QA Sampling Visit
Date of activity (dd.mm.yyyy)	01.05.2015
Start Time (24 hrs clock)	09:30:00
Finish Time (24 hrs clock)	15:30

Location of activity	Centre
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Section 2 Summary of activity & centre staff met

2.1 General comments regarding the day including good practice. For a support visit outline advice, guidance & training provided	
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This was the External Quality Assurers (EQA) first visit to the centre since allocation to the centre. The visit itself was a routine visit requested by the City and Guilds managing office.

The visit began with the EQA providing centre staff with an update on the latest City and Guilds electrotechnical award developments. In particular discussion was held over the development work currently underway for the provision of 2394/95 dated entry exams becoming on demand. Additionally, the centre requested clarification on the 2397 award in respect of actual on-site experience requirements. The EQA requested the centre forward details of their proposals for delivery in respect of this. The EQA agreed to request further clarification on this and will feedback to the centre.

Additionally, the centre explained the previous EQA had agreed to dispensation arrangements for candidates undertaking the 2395-01 unit 303 practical rig test requirements for those candidates already holding the 2394-01 award and having achieved it within the last 6 months. The EQA noted he was not aware of any formal agreement at a national standardisation level for this arrangement, but would again follow this up for clarification and feedback to the centre. A particular query regarding this would be around the time allowance given.

Given the high quality of both documented assessment evidence coupled to the positive outcome from assessor/IQA observation by the EQA, the EQA recommends 2377-22, 2394-01, 2395-01 and 2396-01 are all set to 'Low' risk - Full approval.

2.2 Centre staff met

Delete?	Staff Name	Role	Met
<input type="checkbox"/>	James Morris	Centre Manager/Assessor	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	Alan Wilson	Assessor	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	Les Holmes	IQA	<input checked="" type="radio"/> Yes <input type="radio"/> No

Add New

Delete

Has the previous action plan been met by the centre?	N/A
Comments	No previous action plan was set by the previous EQA.

Section 3 Qualification related information

3.1 Qualifications sampled/advised

Delete?	Qualification number	Qualification title	Number of active registered learners	Number of certificated learners from last 12 months	Prior qualification approval status	New qualification approval status
<input type="checkbox"/>	2377-22	Code Of Prct. For In-Service	8	8	Low (Full Approval)	Low (Full Approval) ▼
<input type="checkbox"/>	2394-01	Level 3 Award in the Initial	18	7	Low (Full Approval)	Low (Full Approval) ▼
<input type="checkbox"/>	2395-01	Level 3 Award in the Periodi	11	8	Low (Full Approval)	Low (Full Approval) ▼
<input type="checkbox"/>	2396-01	Design, erection & verificat	4	1	Low (Full Approval)	Low (Full Approval) ▼

Add New

Delete

3.2 Checklist

If the answer is 'no' please explain

Quality Assurance Requirement	Finding	Comments
Is the Staff Matrix up-to-date?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Current staff profile was addressed and discussed.
Are all current staff approved, and hold the relevant recognised qualifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Qualifications, occupational competence and ongoing CPD were fully discussed with the centre staff. Actual copies of certification in respect of these were held on a separate system and were not fully available on the date of visit. This was discussed with the centre staff and was agreed to be forwarded to the EQA (see action point)
Is the centre registered for and receiving the monthly mailings?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Centre is registered and receiving monthly updates. This was fully discussed.
Does centre access centre section of website - to obtain latest guidance and updates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Award documentation sampled reflected the latest versions of assessment requirements.
Are learners development needs matched against the requirements of the qualification(s) and an agreed individual assessment plan established?	<input checked="" type="radio"/> Yes <input type="radio"/> No	For the awards verified, the award structure is predominantly short-course delivery. For this configuration, initial assessment planning was appropriate.
Do learners have regular opportunities to review their progress and goals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Evidence of assessment feedback and referrals for re-assessment were validated.
Do learners have regular opportunities to revise their assessment plan accordingly?	<input checked="" type="radio"/> Yes <input type="radio"/> No	See comment above.
Are particular assessment requirements of learners identified and met where possible?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Initial induction includes opportunities for self-declaration of barriers to learning. The centre have appropriate procedures in place in accordance to access to assessment requirements.
Were any assessments completed in Welsh? If so, please provide further details in section 2.1	<input type="radio"/> Yes <input checked="" type="radio"/> No	Not applicable.

3.3 Sampling Pages

Delete?	Learner name and Reg. number	Reg. and Cert date	Qual. and Unit (s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	Do you agree with the Assessor finding?	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Do you agree with Internal Quality Assurer finding?	Hide All
<input type="checkbox"/>	Robert Fuller AXT4141	23.02.2015 09.03.2015	2377-22 102	James Morris	Assignments 25.02.2015	Yes	Les G Holmes	Final 06.03.2015	Yes	Hide
Candidate evidence - Practical assessment records (Tasks A, B, C) - Equipment register, Combined formal and visual inspection test form, Assessor records and IQA sampling.										
<input type="checkbox"/>	Joe Madine RJG0214	14.07.2014 01.09.2014	2377-22 102	James Morris	Assignments 20.08.2014	Yes	Les G Holmes	Final 29.08.2014	Yes	Hide
Candidate evidence - Practical assessment records (Tasks A, B, C) - Equipment register, Combined formal and visual inspection test form, Assessor records and IQA sampling.										
<input type="checkbox"/>	Jonathan Taylor FBB6491	20.09.2013 03.11.2014	2394-01 303	James Morris	Assignments 27.09.2014	Yes	Les G Holmes	Final 21.10.2014	Yes	Hide
Candidate evidence - Practical assessment records (Tasks A, B, C, D) - Schedule of inspection records, Generic Schedule of results, Electrical Installation Certificate, Assessor records and IQA sampling.										
<input type="checkbox"/>	Paul Gregory GXM0291	16.07.2014 09.03.2015	2394-01 303	James Morris	Assignments 30.01.2015	Yes	Les G Holmes	Final 30.01.2015	Yes	Hide
Candidate evidence - Practical assessment records (Tasks A, B, C, D) - Schedule of inspection records, Generic Schedule of results, Electrical Installation Certificate, Assessor records and IQA sampling.										
<input type="checkbox"/>	Oliver Power GHU9580	13.05.2014 15.01.2015	2395-01 303	James Morris	Assignments 28.11.2014	Yes	Les G Holmes	Final 16.12.2014	Yes	Hide
Candidate evidence - Practical assessment records (Task A, B) - Visual inspection records, Generic Schedule of results, Electrical Condition Report, Assessor records and IQA sampling.										
<input type="checkbox"/>					Assignments	Yes		Final	Yes	Hide

Delete?	Learner name and Reg. number	Reg. and Cert date	Qual. and Unit (s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	Do you agree with the Assessor finding?	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Do you agree with Internal Quality Assurer finding?	Hide All
	Matthew Paine YJA3203	04.03.2014 30.01.2015	2395-01 303	James Morris	16.01.2015		Les G Holmes	30.01.2015		
Candidate evidence - Practical assessment records (Task A, B) - Visual inspection records, Generic Schedule of results, Electrical Condition Report, Assessor records and IQA sampling.										
<input type="checkbox"/>	PHILLIP ALTON IFL5423	30.09.2014 27.01.2015	2396-01 401	James Morris	Projects 01.05.2015	Yes	Les G Holmes	Interim 01.05.2015	Yes	Hide
Candidate evidence - Project (Task A, B, C) - Written responses, annotated drawings, design calculations, Schedules of results, Operation and maintenance manual contents, Assessor records and IQA sampling. The EQA had the opportunity to observe the assessor providing feedback to the candidate on project progress to-date. The IQA carried out an observation sampling of this activity.										
<input type="checkbox"/>	Ryan Glennon OPB3199	15.09.2014 01.04.2015	2396-01 401	James Morris	Projects 21.03.2015	Yes	Les G Holmes	Final 31.03.2015	Yes	Hide
Candidate evidence - Project (Task A, B, C) - Written responses, annotated drawings, design calculations, Schedules of results, Operation and maintenance manual contents, Assessor records and IQA sampling. The EQA had the opportunity to observe the assessor providing feedback to the candidate on project progress to-date. The IQA carried out an observation sampling of this activity.										
<input type="checkbox"/>	Martin Jones IFL5460	30.09.2014 Cert date	2396-01 401	James Morris	Projects 01.05.2015	Yes	Les G Holmes	Interim 01.05.2015	Yes	Hide
Candidate evidence - Project (Task A, B, C) - Written responses, annotated drawings, design calculations, Schedules of results, Operation and maintenance manual contents, Assessor records and IQA sampling. The EQA had the opportunity to observe the assessor providing feedback to the candidate on project progress to-date. The IQA carried out an observation sampling of this activity.										

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Summary of comments on sampling	<p>2377-22 - Candidate evidence was of a good standard and was appropriately assessed. there was evidence of good use of written feedback to the candidates with clear IQA records were thorough and reflected good sample planning and reporting.</p> <p>2396-01 - The EQA witnessed the assessor providing assessment feedback to two 2396-01 candidates - Martin Jones and Philip Alton on their 2396-01 Unit 401 progress. The candidates are yet to complete the full award. This is appropriate.</p> <p>The assessor put the candi dates at ease and explained the purpose and process of the feedback. The assessor had provided written feedback statements and used the meeting to fully discuss the required areas. The feedback to candidates was a suitable balance of technical discussion and encouragement. This activity was followed by an IQA verification of the assessment that had just been undertaken. Both IQA and assessment were of a high standard.</p>
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If the answer is 'no' please explain

Quality Assurance Requirement	Finding	Comments
Have all programme operations been complied with?	<input checked="" type="radio"/> Yes <input type="radio"/> No	All award operations were full complied with. This was evidenced across all EQA sampling
Is the assessment strategy complied with?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The assessment strategy for the awards addressed were verified as being complied with.
Have all assessments been sampled as planned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	IQA activity as sample planned was evidenced across all awards.
Do IQA staff facilitate regular standardisation activities?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Standardisation was effectively evidenced.
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Detailed IQA reporting provided full feedback to the assessor on sampled outcomes.
Do IQA staff maintain appropriate sampling plans in line with CAMERA?	<input checked="" type="radio"/> Yes <input type="radio"/> No	See comments above.

Quality Assurance Requirement	Finding	Comments
Are records of IQA activity maintained and made available in line with City & Guilds / ILM requirements ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	All requested candidate documentation plus additional records on the date of visit were provided to the EQA as requested.
Do all claims for certificates meet the necessary requirements?	<input checked="" type="radio"/> Yes <input type="radio"/> No	All assessment decisions across all award units fully met award requirements. The EQA upholds and endorses all certification claims made.
Are there any other risks concerning IQA activity?	<input type="radio"/> Yes <input checked="" type="radio"/> No	None identified at this time.

Section 4 Action, Improvement Plan

Delete?	Date set (dd.mm.yyyy)	Action/Improvement Point	Level of risk	By whom	By when (dd.mm.yyyy)	Date completed (dd.mm.yyyy)	* To be checked by (mandatory field)
<input type="checkbox"/>	01.05.2015	Actual copies of staff competence (CVs and qualification copies) and CPD are to be forwarded to the EQA for validation against award standards. This action is set to meet the requirements of City and Guilds - Our Quality Assurance Requirements - 2.3	Low	James Morris	31.05.2015		EQA

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