

Visit Summary

Centre No : V2317ES
Centre Name : MORRIS SERVICES LIMITED

Visit Date : 05/07/2011 Visit Type : VRQ
EV Name : B LOCKYER

1. Areas examined by the EV during the visit

Note : Evidence of satisfactory performance was seen in all areas examined, except where actions were raised (see accompanying Action Plan).

Delivery Staff

J MORRIS
A WILSON

Q A Staff

L HOLMES

Centre Criteria

- Staff have relevant experience and qualifications
- Functions are assigned to Staff in accordance with ACF4/Appendix A
- Program Delivery and Administration
- Staff development for the VRQ team has been considered
- Staff Resources level (number, skills and case load) is appropriate
- Physical Resources are sufficient and appropriate to qualification
- Q A Systems
- Health and Safety Policy
- The Centre has an effective record keeping system
- The Centre has an effective Equal Opportunities Policy and Implementation Strategy and Appeals Procedures
- Location for teaching/training

2. Feedback

General Feedback

The meeting was hosted by J.Morris and the purpose of the visit was to carry out a VRQ monitoring/approval with DEI Certificate being audited. Centre details and remit were both checked and up to date. The centre file and centre policies had been checked on

the previous NVQ monitoring visit. Forms ACF4 and Appendix A were both reviewed and updated where required. No new actions were identified.
The next visit was agreed for 03/07/2012

Delivery Staff Feedback

The online examination records were available and samples of good lesson support material and excellent practical tasks which were all available.

Q A Staff Feedback

QA records were available for the qualification. Completed lesson observations and future planning was seen.
Continued professional development action plans were in place and discussed for the delivery staff.

Centre Criteria Feedback

The Centre continues to perform well and works hard to provide a quality provision. J.Morris and the team should be congratulated on the hard work that has been done in the Centre.

The Centre is approved.