

# Visit Summary

Centre No : V2317ES  
Centre Name : MORRIS SERVICES LIMITED

Visit Date : 10/02/2011 Visit Type : NVQ  
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 ).

### Assessors

T221548DOQ	L HOLMES
T221550DOQ	J MORRIS
T221549DOQ	A WILSON

### Internal Verifiers

IV221551D	L HOLMES
IV221553D	J MORRIS
IV221552D	A WILSON

### Centre Criteria

- Section 1 - Management Systems
- Section 2 - Resources
- Section 3 - Candidate Support
- Section 4 - Assessment and Verification
- Section 5 - Records

## 2. Feedback

### **General Feedback**

The purpose was to carry out NVQ Approval on the Centre.  
Centre details and remit were both checked and correct with the ACF 1.2 reviewed, and Health & Safety policies, equality and fair assessment induction and appeals procedures were available.

CVs were available for Centre staff and had been reviewed during the last visit. Further information was requested and a follow up meeting agreed.

A number of actions were identified as no candidates had been registered onto the system, however the Centre has successfully operated as a VRQ Centre and at this stage it was agreed to put a restriction on claims until some portfolios are reviewed.

The next visit was agreed for 23/02/2011

### **Assessor Feedback**

An assessment strategy was being put in place and the EV offered support and guidance to ensure the smooth introduction of the NVQ process.

### **Internal Verifier Feedback**

The Centre will use the EAL model forms and will produce sampling plans.

### **Centre Criteria Feedback**

All staff were knowledgeable and had previously been involved with the delivery of an electrotechnical programme along with many years assessment and verification experience. The EV requested that all portfolios were retained for audit between EV visits. It was suggested that the assessment team revisit the Centre Implementation Manuals to ensure compliancy with the Awarding Body criteria.