

Centre Activity Report



External Quality Assurance Sampling / Moderation Activity

External Quality Assurance Sampling / Moderation Activity - Remote

Senior / Professional Recognition Award Monitoring Activity

Section 1 Contact details

| | |
|-------------------|------------|
| 1.1 Service Order | 8000003564 |
|-------------------|------------|

| | |
|-------------------|---------------------|
| 1.2 Centre Name | Morris Services Ltd |
| 1.3 Centre number | 008107 |

| | |
|--------------------|--------------------------------|
| 1.4 Centre contact | |
| Title | |
| First name | James |
| Surname | Morris |
| Telephone number* | |
| Email address* | enquiries@morrisservices.co.uk |

| | |
|-------------------------------|--------------|
| Consultant Name | Stewart Long |
| Type of Activity | |
| Date of Activity (dd.mm.yyyy) | 16.01.2013 |
| Start Time (24 hrs clock) | 00:00:01 |
| Finish Time (24 hrs clock) | |

| | |
|----------------------|--------|
| Location of activity | Centre |
|----------------------|--------|

Section 2 Summary of activity & centre staff met

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| 2.1 General comments regarding the day including good practice, for support visit outline advice, guidance & training provided | Candidates Les Holmes completed awards and internal assignments were reviewed this included 2394&5, 2377 and 2396 awards with associated Assessors report and Internal Verification reports. All assessments had been completed to a high standard with quality feedback to candidates; IV reports also contained good feedback. The consultant agreed with all assessment markings. With the 2396 award Design Erection and Verification of |
| Are there any risks with the Centre's quality assurance systems? | There are no risks. |

| | |
|----------------------|--|
| 2.2 Centre staff met | |
|----------------------|--|

| Delete? | Staff Name | Role | Met |
|--------------------------|--------------|-------------------|---|
| <input type="checkbox"/> | James Morris | Centre Manager | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <input type="checkbox"/> | Les Holme | Assessor/Verifier | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| <input type="checkbox"/> | Alan Wilson | Lecturer/Assessor | <input checked="" type="radio"/> Yes <input type="radio"/> No |

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| Has the previous action plan been met by the centre? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Comments | |

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 risk level |
|--------------------------|----------------------|----------------------------------|--------------------------------------|---|--------------------------------|
| <input type="checkbox"/> | 2394-01 | L3 Elec'Instal' Intial Verificat | 6 | 6 | |
| <input type="checkbox"/> | 2395-01 | L3 Elec Instal | 15 | 15 | |
| <input type="checkbox"/> | 2396-01 | L4 Elect Instal' Design Erec | 9 | 0 | |
| <input type="checkbox"/> | 2377-22 | L3 Portable appliance testin | 8 | 8 | |
| <input type="checkbox"/> | | | | | |

3.2 Checklist

| | |
|---|---|
| Is the Staff Matrix up-to-date? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Are all current staff approved, and hold the relevant recognised qualifications? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Has the previous action plan been met by the centre? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Is the centre registered for and receiving the monthly mailings? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Does centre access centre section of website -to obtain latest guidance and updates? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Does centre have a Centre Manual and up-to-date Qualification Specifications? (ILM ONLY) | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 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 |
| Do learners have regular opportunities to review their progress and goals? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Do learners have regular opportunities to revise their assessment plan accordingly? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Are particular assessment requirements of learners identified and met where possible? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 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 |

3.3 Sampling Pages

| Delete? | Type of assessment | Learner name | Learner enrolment number | Learner registration date(dd.mm.yyyy) | Qualification sampled | Unit(s) sampled | Interim or final IV | Assessor name | Date of assessment(dd.mm.yyyy) |
|--------------------------|--------------------|-----------------|--------------------------|---------------------------------------|-----------------------|-----------------|---------------------|---------------|--------------------------------|
| <input type="checkbox"/> | (Please select) | | | | | | (Final) | | |
| <input type="checkbox"/> | (Assignments) | G Thomas | XXE0828 | 12.03.2012 | 2377-22 | 01 | (Final) | James Morris | 30.04.2012 |
| <input type="checkbox"/> | (Assignments) | T Singh Sooriya | YGR641 | 12.04.2012 | 2377-22 | 01 | (Final) | James Morris | 30.04.2012 |
| <input type="checkbox"/> | (Assignments) | Alexei Malliris | YGR888 | 12.04.2012 | 2377-22 | 01 | (Final) | James Morris | 30.04.2012 |
| <input type="checkbox"/> | (Assignments) | R Broom | RRV7098 | 23.10.2012 | 2394-01 | 01 | (Final) | James Morris | 12.12.2012 |
| <input type="checkbox"/> | (Assignments) | Adam Day | VPD3541 | 02.05.2012 | 2394-01 | 01 | (Final) | James Morris | 18.12.2012 |
| <input type="checkbox"/> | (Assignments) | S Bellamy | HPM4814 | 25.02.2012 | 2395-01 | 01 | (Final) | James Morris | 11.10.2012 |
| <input type="checkbox"/> | (Assignments) | N Osbourne | IRA9667 | 23.10.2012 | 2395-01 | 01 | (Final) | James Morris | 04.01.2013 |

| | | | | | | | | | |
|--------------------------|-----------------|-------------|---------|------------|---------|----|----------|--------------|------------|
| <input type="checkbox"/> | (Assignments) | Norman Hyde | PGT7662 | 20.02.2012 | 2396-01 | 01 | (Final) | James Morris | 05.01.2013 |
| <input type="checkbox"/> | (Assignments) | D Ryan | YXV8208 | 04.07.2012 | 2396-01 | 01 | (Final) | James Morris | 11.10.2012 |
| <input type="checkbox"/> | (Please select) | | | | | | (Please) | | |

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| Have all programme operations been compiled with? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Is the assessment strategy compiled with? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Are quality assurance requirements met? | <input checked="" type="radio"/> Yes <input type="radio"/> No |

Section 4 Action, Improvement Plan

| Delete? | Date set (dd.mm.yyyy) | Action/Improvement Point (Please enter A or I before text to specify type of point) | By whom | By when (dd.mm.yyyy) | Date completed (dd.mm.yyyy) | To be checked by |
|--------------------------|-----------------------|---|---------|----------------------|-----------------------------|------------------|
| <input type="checkbox"/> | | | | | | |