

# Centre Activity Report



## External Quality Assurance Sampling Visit

### Section 1 Contact details

1.1 Transaction number	8000047194
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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	External QA Sampling Visit
Date of activity (dd.mm.yyyy)	22.07.2014
Start Time (24 hrs clock)	0930
Finish Time (24 hrs clock)	16.00

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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The Quality Consultant QC was accompanied on the visit with Amelia Bodle from the C&G. Following introductions an agenda was agreed for the days visit. The visit included sampling candidates completed assignments on claimed awards, reviewing management procedures and workshops and special test panels used by trainees. In addition to speaking to trainees over the phone as none were present in the centre during the visit. Firstly the QC updated latest changes to current awards and advised the centre of new awards also noting some concerns regarding disparity between the C&G and other awarding bodies this included Safety award 6072 and 2397 Domestic qualified Supervisor, also if and when the 2392 would be replaced/updated these issues would be investigated with the awarding bodies owner and reported back to the centre later. The new vehicle-charging award was also discussed and the QC agreed to follow this up and supply details.

Awards were sampled as detailed below in all cases the awarding bodies standards were used for assignments and assessments. The QC agreed all assessments and that grades had been fairly given in line with award specifications, quality feedback had been given to candidates as required. All had been verified with separate reports for each candidate again with feedback to the assessor, the centre practice 100% sampling, as numbers are relatively low. Prior to the visit and during the visit the QC telephoned trainees to interview them on their experiences undertaking training at the centre. In all cases they were very pleased with training and the great support given by staff at the centre enabling them to achieve their qualifications, all were aware of the EO policy and the appeals procedures in place.

Management procedures were reviewed with the IQA for the centre this includes standardisation meetings that were held every 4 months that covered current awards. Staff CPD was recorded on the IFL database and event certificates were sampled that demonstrated opportunities had been taken over the past year to maintain knowledge and skills this included regular regional forums with other centres and colleges. The Centre's H&S and EO policy were in place with the appeals procedures that was briefed to all candidates at the commencement of training.

Workshops and purpose built test panels were inspected that aligned with requirements and specifications of awards undertaken by the centre, good attention was given to safety and safe working practice in the workshops, tools and personal protective equipment was available for trainees as required. In conclusion the day's visit was reviewed and feedback given to all present and all thanked for their support during the day.

2.2 Centre staff met	
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Delete?	Staff Name	Role	Met
<input type="checkbox"/>	Jame Morris	Centre Manager/ IV, Assessor/Lect	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	Les Holmes	IV/Assessor/Lecturer	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="checkbox"/>	Alan Wilson	Assessor/Lecturer	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Has the previous action plan been met by the centre?	N/A
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 approval status	New qualification approval status
<input type="checkbox"/>	2330-07	Cert in Electrotechnical tec	0	1	Low (Full Approval)	Low (Full Approval) ▼
<input type="checkbox"/>	2377-22	Code Of Prct. For In-Service	13	10	Low (Full Approval)	Low (Full Approval) ▼
<input type="checkbox"/>	2394-01	Level 3 Award in the Initial	14	5	Low (Full Approval)	Low (Full Approval) ▼
<input type="checkbox"/>	2395-01	Level 3 Award in the Periodi	18	7	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	Yes supplied with CA2
Are all current staff approved, and hold the relevant recognised qualifications?	<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	
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	All awards aligned with awarding bodies specifications
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?	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"/>	MARTIN TAYLOR RBD2983	02.10.2012 21.05.2014	2330-07 302/303	JM	Assignments 05.05.2014	Yes ▾	LH	Final 17.05.2014	Yes ▾	Hide
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	James Faulkner YRS5823	21.05.2012 09.07.2013	2330-07 302/303	JM	Assignments 02.07.2013	Yes ▾	LH	Final 08.07.2013	Yes ▾	Hide
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	Jennifer William FXK4957	01.04.2014 04.07.2014	2377-22 01	JM	Assignments 23.06.2014	Yes ▾	LH	Final 26.06.2014	Yes ▾	Hide
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	Peter Rosser FFD8167	21.01.14 15.02.2014	2377-22 01	JM	Assignments 05.02.2014	Yes ▾	LH	Final 12.02.14	Yes ▾	Hide
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	Steven Mead TGU1495	26.03.2013 17.09.2013	2394-01 01	JM	Assignments 08.09.2013	Yes ▾	LH	Final 10.09.2013	Yes ▾	Hide
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	Gary Avery ZHO1954	05.01.2013 15.06.2013	2394-01 01	JM	Assignments 10.06.2013	Yes ▾	LH	Final 13.06.2013	Yes ▾	Hide
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	Ian Symes	13.08.2013	2395-01	JM	Assignments	Yes ▾	LH	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
	CPO2460	18.03.2014	01		04.03.14			18.03.14		
All assignments undertaken in accordance to award specification markings and grades awarded agreed.										
<input type="checkbox"/>	Christopher Rer XBS1813	23.10.2012 12.02.2014	2395-01 01	JM	Assignments 09.01.2014	Yes ▾	LH	Final ▾ 10.02.2014	Yes ▾	Hide
Comments of your sample										
<input type="checkbox"/>	BRETT ROGERS XZT5503	13.08.2013 15.01.2014	2395-01 01	JM	Assignments 10.01.2014	Yes ▾	LH	Final ▾ 14.01.2014	Yes ▾	Hide
Comments of your sample										

**Add New** **Delete**

Summary of comments on sampling All awards have been fairly assessed using standard assessment material provided in the awarding bodies standard specifications.

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	
Is the assessment strategy complied with?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Have all assessments been sampled as planned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	100% sampling is performed on all awards where internal assessment is required.
Do IQA staff facilitate regular standardisation activities?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Do IQA staff maintain appropriate sampling plans in line with CAMERA?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
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	
Do all claims for certificates meet the necessary requirements?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Are there any other risks concerning IQA activity?	<input type="radio"/> Yes <input checked="" type="radio"/> No	

## 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"/>			Please ▾				

**Add New** **Delete**

**Save** **Print**

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