

# Centre Activity Report



## External Quality Assurance Remote Sampling/Moderation

### Section 1 Contact details

<b>1.1 Transaction number</b>	8000265718
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<b>1.2 Centre Name</b>	Morris Services Ltd
1.3 Centre number	008107

1.4 Centre contact	
Title	
First name	James
Surname	Morris
Telephone number*	+441179610880
Email address*	james.morris@morrisservices.co.uk

Consultant Name	Shaun Smith
Type of activity	External QA Remote Sampling Visit
Date of activity (dd.mm.yyyy)	18.08.2020
Start Time (24 hrs clock)	08:00:00
Finish Time (24 hrs clock)	12:00:00

Location of activity	Remote
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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	<p>This external quality assurance remote activity was completed by the External Quality Assurer (EQA) as a routine planned sampling activity requested by the City and Guilds managing office. This activity was originally scheduled to be a physical visit to the centre but was amended to a remote sample as a result of the current situation with the Covid-19 lockdown.</p> <p>All learner assessment outcomes defined in this activity were completed prior to the Covid19 lock-down position and were therefore not subject to any form of Ofqual defined formal mitigation arrangements. The EQA notes this was appropriate.</p> <p>Due to the Covid-19 situation, this activity was delayed from its initial planned date to the date shown above.</p> <p>The EQA is satisfied from the award duration and structure that the necessary GLH for the award sampled is being addressed.</p> <p>On the basis of the evidence sampled for the City and Guilds awards applicable to this activity, the EQA recommends the 2377-22, 2391-50, 2391-52, 2392-10 and 2396-01 awards are set to remain at 'LOW' risk - Full approval.</p>
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2.2 Centre staff met	
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Staff Name	Role	Met
Not applicable - Remote sample		<input type="radio"/> Yes <input checked="" type="radio"/> No

Has the previous action plan been met by the centre?	N/A
Comments	There were no action points raised as a result of the last EQA visit to the centre for the awards identified (ref 8000194727) on 19.11.2018.

### Section 3 Qualification related information

#### 3.1 Qualifications sampled/advised

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
2377-22	Code Of Prct. For In-Service Ins	4	8	Low (Full Approval)	Low (Full Approval)
2391-50	Level 3 Award in Initial Verific	0	1	Low (Full Approval)	Low (Full Approval)
2391-52	Level 3 Award in Initial and Per	20	8	Low (Full Approval)	Low (Full Approval)
2392-10	Fundamental Initial Verification	13	13	Low (Full Approval)	Low (Full Approval)
2396-01	Design, erection & verification	3	3	Low (Full Approval)	Low (Full Approval)

### 3.2 Checklist

Please add comments to explain your response.

Quality Assurance Requirement	Finding	Comments
Is the Staff Matrix up-to-date?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Staff matrix was fully discussed at the outset of the last visit and was noted to reflect appropriate deployment for the awards delivered. This remains static.
Are all current staff approved, and hold the relevant recognised qualifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Occupational competence and CPD records were validated by the EQA for the staff related to the awards sampled and all were noted to full meet scheme requirements.
Is the centre registered for and receiving the monthly mailings?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre is registered for and receives mailings.
Does centre access centre section of website - to obtain latest guidance and updates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	EQA sampled evidence reflected the current versions of all required award assessment documentation.
Does the centre work with any subcontractors, partners or third parties in the delivery and/or assessment of these qualifications? If so, please describe the nature of that relationship with details of how roles are documented and understood, and how arrangements are quality assured.	<input type="radio"/> Yes <input checked="" type="radio"/> No	Staff defined for the awards sampled were employed directly by the centre.
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	Learner/assessor evidence reflected appropriate assessment planning and target dates.
Do learners have regular opportunities to review their progress and goals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Use of assessment tracking was noted across all schemes as appropriate.
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. Centre have appropriate procedures in place in accordance with access to assessment policy provision.

Quality Assurance Requirement	Finding	Comments
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	None identified within this sampling activity.

### 3.3 Sampling Pages

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
Sean	06.09.2019 09.03.2020	2396-01 401	James Morris	Projects 15.02.2020	Yes	Les Holmes	Final 06.03.2020	Yes	Hide
<p>Learner evidence - Unit 401 - Tasks A, B and C - Final assessment of tasks outcomes had been fully completed. Evidence included learner design project, annotated drawings, design calculations, written question responses, assessor records, declarations of authenticity (signed by learner, assessor and IQA) and IQA sampling report.</p> <p>In addition to final assessment outcomes, EQA sampling reflected interim assessor support and assessment for learners as are required by Unit 401 project specification.</p> <p>IQA sampling reflected final summative sampling, which for the type of award is appropriate.</p> <p>Project task reflected the 2019/20 - North Hadcroft Service station scenario.</p> <p>Date of assessment records final award unit sign-off.</p>									
Peter	08.02.2018 05.03.2020	2392-10 102	Alan Wilson	Assignments 20.01.2020	Yes	Les Holmes	Final 27.01.2020	Yes	Hide
<p>Learner evidence - Unit 102 - Tests (1-9) - Practical assessment records, declarations of authenticity (signed by learner, assessor and IQA) and IQA sampling documentation.</p> <p>Assessment date refers to final practical Test 9 completion.</p> <p>Good use of recorded assessor feedback was evidenced for the learner.</p> <p>IQA sampling was summative for all tasks. For the nature of short-course delivery, this approach was appropriate. Individual IQA sampling reports provided appropriate feedback to the assessor.</p>									
Dan	25.11.2019 05.03.2020	2392-10 102	Alan Wilson	Assignments 20.01.2020	Yes	Les Holmes	Final 27.01.2020	Yes	Hide
<p>Learner evidence - Unit 102 - Tests (1-9) - Practical assessment records, declarations of authenticity (signed by learner, assessor and IQA) and IQA sampling documentation.</p> <p>Assessment date refers to final practical Test 9 completion.</p> <p>Good use of recorded assessor feedback was evidenced for the learner.</p> <p>IQA sampling was summative for all tasks. For the nature of short-course delivery, this approach was appropriate. Individual IQA sampling reports provided appropriate feedback to the assessor.</p>									
Quintin	06.11.2019 11.02.2020	2391-52 502	James Morris	Assignments 23.01.2020	Yes	Les Holmes	Final 04.02.2020	Yes	Hide
<p>Learner evidence - Unit 502 - Tasks (A, B and C) - Learner evidence - (Task results, Electrical Installation Condition Report, Condition report inspection schedule, generic schedule of results, Electrical Installation Certificate, schedule of inspections, short answer test responses, practical assessment records, declarations of authenticity and IQA sampling documentation).</p> <p>Task B - The installation was correctly identified as being unsatisfactory due to the two identified and recorded circuit faults. This was appropriate.</p> <p>Assessment date refers to practical Task B completion.</p> <p>IQA is summative and reflects full unit coverage. For the nature of short-course delivery, this approach was appropriate. Individual IQA sampling reports provided appropriate feedback to the assessor.</p>									
Timothy	18.07.2019 09.03.2020	2391-50 500/050	James Morris	Assignments 24.02.2020	Yes	Les Holmes	Final 06.03.2020	Yes	Hide
<p>Learner evidence - Unit 500 - Tasks (A and B) - Learner evidence - (Task results, Electrical Installation Certificate, schedule of inspections, generic schedule of results, short answer test responses (Task B), practical assessment records, declarations of authenticity and IQA sampling documentation).</p> <p>Assessment date refers to practical Task A completion.</p> <p>IQA is summative and reflects full unit coverage. For the nature of short-course delivery, this approach was appropriate. Individual IQA sampling reports provided appropriate feedback to the assessor.</p> <p>Assessment outcomes for Unit 050 (Evolve MCQ) were validated with the learner achieving a PASS grade with 87.5% on 24.02.2020.</p>									
Richard	03.12.2019 04.02.2020	2377-22 601/60;	Les Holmes	Assignments 15.01.2020	Yes	James Morris	Final 03.02.2020	Yes	Hide

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
<p>Learner evidence - Unit 602 - (Tasks A, B and C), learner evidence, assessor records, learner feedback, declarations of authenticity (signed by the learner, assessor and IQA). Date of assessment reflects practical assessment (602).</p> <p>Locations for Tasks A and B were recorded correctly in Task C to assessment specified locations. Task A reflected a Class I item of equipment in a School environment. Task B reflected a Class II item of equipment in an office environment.</p> <p>The learner completed the correct process in defining the frequencies for the locations used from the IET CoP for the equipment. Further, the learner completed all of the remaining electrical aspects of the assessment and recording in line with assessment requirements.</p> <p>IQA sampling for Unit 602 was in place for this learner. IQA sampling was summative for this learner. For the nature of the award, this was appropriate.</p> <p>Assessment outcomes for Unit 601 (Evolve MCQ) were validated with the learner achieving a PASS grade with 96% on 22.01.2020.</p>									
Garth	01.07.2019 08.10.2019	2377-22 602	Les Holmes	Assignments 18.09.2019	Yes	James Morris	Final 01.10.2019	Yes	Hide
<p>Learner evidence - Unit 602 - (Tasks A, B and C), learner evidence, assessor records, learner feedback, declarations of authenticity (signed by the learner, assessor and IQA). Date of assessment reflects practical assessment (602).</p> <p>Locations for Tasks A and B were recorded correctly in Task C to assessment specified locations. Task A reflected a Class I item of equipment in a School environment. Task B reflected a Class II item of equipment in an office environment.</p> <p>The learner completed the correct process in defining the frequencies for the locations used from the IET CoP for the equipment. Further, the learner completed all of the remaining electrical aspects of the assessment and recording in line with assessment requirements.</p> <p>IQA sampling for Unit 602 was in place for this learner. IQA sampling was summative for this learner. For the nature of the award, this was appropriate.</p>									
Summary of comments on sampling		See individualised comments above.							

### 3.4 Final Questions

Please add comments to explain your response.

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 fully complied with respect to learner evidence EQA sampled. //
Is the assessment strategy complied with? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Awards sampled reflected the correct application of the assessment strategy. //
Have all assessments been sampled as planned? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	IQA sampling activity reflected compliance with centre set IQA plans. These were in place for all awards and were fully detailed. //
Do IQA staff facilitate regular standardisation activities? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Standardisation was evidenced throughout centre records. //
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Clear IQA sampling outcomes were recorded on centre documentation. Detailed feedback to the assessor on learner assessment practice was fully recorded and annotated in appropriate records. //
Do IQA staff maintain appropriate sampling plans in line with CAMERA? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	IQA sampling plans were effectively maintained in respect of individualised sampling strategies across discrete awards and also discrete learner cohorts. //
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 records were made available to the EQA for the remote activity. //
Do all claims for certificates meet the necessary requirements? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	All assessment decisions were appropriate and are upheld by the EQA. //
Are there any other risks concerning IQA activity? //	<input type="radio"/> Yes <input checked="" type="radio"/> No	None identified within this sampling activity. //

#### Section 4 Action, Improvement Plan

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)