

# Centre Activity Report



## External Quality Assurance Remote Sampling/Moderation

### Section 1 Contact details

1.1 Transaction number	8000298801
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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*	+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)	08.12.2020
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 carried out by the External Quality Assurer (EQA) as a routine planned sampling activity requested by the City and Guilds managing quality office.</p> <p>Evidence of GLH for the learner included in this EQA sample reflected GLH was being met by the scheme delivery models.</p> <p>On the basis of the evidence EQA sampled, the EQA recommends the 7202-01 award is maintained at 'MEDIUM' risk - Registration only.</p> <p>This award recommendation does not infer any non-compliance on the part of the centre, rather that the centre only plan to deliver a limited number of the overall 7202-01 units (Units 103, 105 and 107) as part of an integrated in-house 'Domestic Electrical Installation Training Course'. On this basis, the EQA is unable to validate the remainder of the units for the full award and thus be able to consider 'LOW' risk - direct claims status.</p> <p>In this context, the EQA recommends learner Joshua Harding can have his appropriate award unit achievements within the range of Units 103, 105 and 107 certificated using the results override process and using an electronic Exception Order. This recommendation is to apply for all 7202-01 learners going forward as this does not reflect any non-compliance on the part of the centre.</p>
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2.2 Centre staff met	
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Staff Name	Role	Met
N/A - Remote sampling activity		<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 during the last sampling activity for the 7202-01 award for the centre which took place on 14.11.2019 ref 8000252289.

### 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
7202-01	Level 1 Plumbing and Electrical	1	0	Medium (Registration)	Medium (Registration Only)

### 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 physical visit to the centre on 14.11.2019 ref 8000252289 and was noted to reflect appropriate deployment for the awards delivered. The staffing remained static for this remote sample.
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 for the 7202-01 award 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.
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
Joshua Harding CZN6664	21.11.2019	7202-01 103, 10	Alan Wilson/Jam	Assignments 19.03.2020	Yes	Les Holmes	Final 03.07.2020	Yes	Hide

Learner evidence sampled: (Electrical award route completed only) - (Units 103, 105 and 107) learner knowledge and performance unit tasks, assessor records, assessment tracking documentation, declarations of authenticity (signed by learner, assessor, and where appropriate, IQA) and IQA reporting documentation

Specific assessment tasks EQA sampled related to: Unit 103 Task - ES1, Unit 105 Task - EI1-EI4 and Unit 107 - Task EST 1

Assessment of Unit 103 was completed on 19.03.2020.  
 Assessment of Unit 105 was completed on 19.03.2020.  
 Assessment of Unit 107 was completed on 16.03.2020.  
 Assessment date recorded refers to final completed Unit 103

All assessments were in accordance with scheme requirements and dates of assessment were appropriate and congruous.

IQA sampling date refers to final summative sampling. This was in accordance with the IQA sampling plan for this learner.

Use of supporting photographic evidence to validate practical assessments was apparent and used to good effect.

Certification pends the outcome of this EQA sample.

Summary of comments on sampling	See comments above.
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### 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 the learner evidence EQA sampled.
Is the assessment strategy complied with?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The award sampled reflected the correct application of the assessment strategy within the defined units offered.
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 plan.
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 was effectively maintained.
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 this remote sample. A full remit of additional centre information was also made available.  Centre CA2 information provided was of exceptional quality with all required scheme information detailed to a high standard. Good work.
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.  The EQA recommends the learner sampled can have his appropriate award unit achievements within the range of Units 103, 105 and 107 certificated using the results override process and using an electronic Exception Order.
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

<b>Date set (dd.mm.yyyy)</b>	<b>Action/Improvement Point</b>	<b>Level of risk</b>	<b>By whom</b>	<b>By when (dd.mm.yyyy)</b>	<b>Date completed (dd.mm.yyyy)</b>	<b>* To be checked by (mandatory field)</b>

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