### **Centre Activity Report**

External Quality Assurance Sampling Visit

#### Section 1 Contact details

1.1 Transaction number	8000637153

1.2 Centre Name	Morris Services Ltd
1.3 Centre number	008107

1.4 Centre contact	
Title	
First name	James
Surname	Morris
Telephone number*	+447976627313
Email address*	james.morris@morrisservices.co.uk

Consultant Name	Shaun Smith
Type of activity	External QA Sampling Visit
Date of activity (dd.mm.yyyy)	23.06.2025
Start Time (24 hrs clock)	09:00:00
Finish Time (24 hrs clock)	15:00:00

Location of activity	Centre

#### Section 2 Summary of activity & centre staff met

regarding the day	This external quality assurance visit was carried out by the External Quality Assurer (EQA) as a first monitoring sampling activity requested by the City and Guilds Quality Office for the 2365-02 since it's initial qualification approval in June 2024.
advice, guidance & training provided	The visit began with the EQA providing the centre with an update on the Electrotechnical Award suite.
	Evidence of GLH for the award included in this EQA sample reflected that GLH was being met by the scheme delivery model.
	On the basis of the evidence EQA sampled, the EQA recommends the 2365-02 award is set to 'LOW' risk - Full Approval.
	All observations from this EQA visit were discussed with centre staff during the visit and at the end. $\checkmark$

2.2 Centre staff met

Staff Name	Role	Met
James Morris	Assessor/Head of Centre	Yes O No
Les Holmes	IQA	● Yes ○ No

Has the previous action plan been met by the centre?	N/A	
Comments	This is the first sampling activity for the centre's 2365-02 award following scheme approval.	

#### Section 3 Qualification related information

3.1 Qualifications sampled/advised

Qualification number	Qualification title	active registered	Number of certificated learners from last 12 months	Prior qualification approval status	New qualification approval status
2365-02	Level 2 Diploma in Electrical Installation	6	0	Medium (Registration	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?	Yes No	Staff matrix was fully discussed at the outset of the visit to and was noted to reflect appropriate deployment for the award delivered.
Are all current staff approved, and hold the relevant recognised qualifications?	Yes No	Occupational competence and CPD records were validated by the EQA for the staff related to the award sampled and all were noted to meet scheme requirements.
Is the centre registered for and receiving the monthly mailings?	Yes	The centre is registered for and receives mailings.
Does centre access centre section of website - to obtain latest guidance and updates?	Yes	EQA sampled evidence reflected the current versions of 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.	○ Yes ● No	No sub-contracted arrangements were evidenced or reported as applicable to the schemes sampled.
Are learners development needs matched against the requirements of the qualification(s) and an agreed individual assessment plan established?	<ul><li>Yes</li><li>No</li></ul>	Within the remit of the award sampled, learner / Assessor evidence reflected appropriate assessment planning and target dates.
Do learners have regular opportunities to review their progress and goals?	Yes No	Evidence of updating and review of award progress at individual assessment level was validated by the EQA.
Do learners have regular opportunities to revise their assessment plan accordingly?	Yes No	See comment above.
Are particular assessment requirements of learners identified and met where possible?	Yes	The centre has induction and screening procedures in place with appropriate access to assessment arrangements being invoked where required and applicable.
Were any assessments completed in Welsh? If so, please provide further details in section 2.1	<ul><li>Yes</li><li>No</li></ul>	None identified within this sampling activity.

## 3.3 Sampling Pages

Learner name and Reg. numbei	Reg. and Cert date	Qual. and Unit(s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	agree with the	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Interna	
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	Reg. and Cert date		Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	agree with the	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	agree with Internal	
				2025 - 92% PASS), 602 (04 % PASS) were in place.	4.03.2025	- 100% DISTI	INCTION), 2	03 (01.04	4.2025 -
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IQA sampling f	or this lear	ner was re	ecorded for bot	h Units 211 and 204. This wa	as in accord	lance with the	IQA sample	strategy/p	olan.

Summary of comments on sampling	See individualised 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?	<ul><li>Yes</li><li>No</li></ul>	All award operations were complied with in respect of EQA sampling undertaken for the award sampled.				
Is the assessment strategy complied with?	<ul><li>Yes</li><li>No</li></ul>	The award sampled reflected the correct application of the assessment strategy.				
Have all assessments been sampled as planned?	<ul><li>Yes</li><li>No</li></ul>	IQA activity reflected undertaking of sampling of assessed learner evidence in line with the IQA sampling plans.				
		In addition to the summative IQA sampling recorded, evidence of interim sampling for Unit 211 was also noted as in place.				
Do IQA staff facilitate regular standardisation activities?	Yes No	Standardisation was evidenced through centre records.				
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions?	Yes No	Clear IQA sampling outcomes were recorded on centre documentation. Feedback to the Assessor on candidate assessment practice was recorded and annotated in appropriate records. Evidence of IQA audit tracking was noted in all relevant candidate records.				
Do IQA staff maintain appropriate sampling plans in line with CAMERA?	<ul><li>Yes</li><li>No</li></ul>	Sampling plans were effectively maintained.				
Are records of IQA activity maintained and made available in line with City & Guilds / ILM requirements ?	Yes No	All requested records were made available to the EQA for this activity.				
Do all claims for certificates meet the necessary requirements?	<ul><li>Yes</li><li>No</li></ul>	All assessment decisions were appropriate and are upheld by the EQA. On the basis of the evidence EQA sampled, the EQA recommends the 2365-02 is moved to 'LOW' risk full approval				
Are there any other risks concerning IQA activity?	<ul><li>Yes</li><li>No</li></ul>	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)	* To be checked by (mandatory field)
		<i>i</i> ,				1.

Print