

External verifier's report – qualification approval

Title of qualification for which approval is sought: Level 3 Certificate of Knowledge of Security and Emergency Alarm Systems (Intruder Alarm Systems Only) and Level 2 Certificate in Knowledge of Electronic Security and Emergency

City & Guilds qualification no: 1852-01, 1853-02-003

Name of centre: Morris Services Ltd

Centre no (if allocated): 8107

Name of internal verifier: Les Holmes

Name of external verifier: Cedric Jemmett

Date shown on corresponding Form QAP: 020710

To be complete at end of approval visit

Please tick ✓ the appropriate boxes to indicate whether the centre satisfies the requirements overall in relation to

	Yes	No		Yes	No
Physical resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quality assurance and control	<input checked="" type="checkbox"/>	<input type="checkbox"/>

With reference to the corresponding QAP, I recommend that approval be granted for all the awards/complexes and/or units/components for which approval is sought, **except** those listed below.

Qualification/complex title	Complex no	Level	Report section no(s)	Unit/component no(s)	Report section no(s)

Date of visit/remote monitoring review 3 August 10 Duration of visit/remote monitoring review 4h

If approval not recommended, date application to be reviewed (approx)

Additional approval visits, if required, will normally incur a charge. Exceptionally, this may be waived at City & Guilds' discretion

Signature of external verifier: Cedric Jemmett Date 3 August 10

Please send this form to: City & Guilds regional/national office; leave a copy with the centre; send to the Lead/Chief Verifier, as appropriate, and keep a copy for your own records.

1 Supporting evidence

In relation to the areas of operation listed below and from the evidence identified on the corresponding Form QAP, please comment on the centre's capability to offer the award(s)/complex(es), and/or units(s)/component(s) for which approval is sought.

	Comments
1.1 Physical resources	<p>This relatively new private centre gained centre approval in September 07 and to date has been successfully running electricotechnical short courses. In this time some excellent education & training units have been built, which will provide good support for the planned security systems courses. The centre intends to start with Intruder Alarms Systems at both Levels 2 & 3, but plans to develop towards the Fire Detection & Alarms (FD&A) award. Satisfactory space has been prepared for security systems practical work (ie for groups up to 10 at the start), and the centre has undertaken to provide all necessary additional materials and equipment. It also intends to contact specialist equipment manufacturers for some sponsored help.</p> <p>The centre has also undertaken to obtain the appropriate BS EN standards, regulations and codes of practice to support tutoring and candidate use.</p>
1.2 Staff resources (including achievement of appropriate qualifications)	<p>The centre has the services of three experienced occupationally competent ex City of Bristol College tutors. All have their A1 and V1 qualifications and have good experience of working on security systems courses at Bristol. Two are essentially electrical/electronic engineers and one has good security systems competences and course tutoring and management experiences. It has been undertaken that the IVC will attend a 2/3 day advanced alarm systems course to augment his knowledge.</p>
1.3 Assessment	<p>All three staff involved have had considerable satisfactory assessment experience and the centre intends to use well tried and previously approved documentation for centre records and candidate evidence portfolios eg. assessment tracking, assessor records, IV sampling, candidate registrations and general qualification administration.</p> <p>The centre also intends to develop resources for support of candidates with learning difficulties.</p>
1.4 Quality assurance and control	<p>This new centre has a suitable mission statement, but has yet to achieve a significant QA history. However, the quality systems consultants report at the time of Centre Approval was satisfactory and subsequent student reports are positive.</p> <p>The centre is working towards achieving a formal QA systems monitored registration/qualification eg Training Quality Standard (ref. www.trainingqualitystandard.co.uk)</p>

2 Action plan

Please note any follow-up action required to satisfy the qualification approval criteria overall in relation to the following areas of operation and the date by which such action should be taken.

	Action required	By when
2.1 Physical resources	Requisition of some specialist materials and equipment and development of security systems education and training areas before commencement of courses	
2.2 Staff resources (including achievements of appropriate qualifications)	IV to attend updating 2/3 day Intruder Alarm Systems short course before undertaking monitoring of candidate assignments	
2.3 Assessment	Preparation of assessment evidence recording documents for centre records, assessment and candidate assessment evidence portfolios before commencement of qualification	
2.4 Quality assurance and control	Work towards a formal centre QA monitored registration/qualification eg. Training Quality Standard.	