

Technical External Quality Assurance Initial Approval Audit Report

Centre Name	Morris Services Ltd	Centre No.	LC378
Centre Address	Unit 18 Avondale Business Centre Woodland Way Kingswood Bristol BS15 1AW		
Centre Representative	James Morris	Centre IQA	Les Holmes
EV Name	Steve Humphreys	Date of Audit	26/01/2022
			Remote <input type="checkbox"/>
			Onsite <input checked="" type="checkbox"/>
Current Scope of Approval	ACS	OFTEC	RQF
			LCL Awards
			Bespoke
Query Rates	N/A		

↓ **New Centre and Scope Extension Course/Qualification Approvals** ↓

Course/Qualification Title <i>(add more rows as necessary)</i>	Application Form Received	Facility Checklist Received	Photos of Provision Received	Competent Staff Confirmed	Assessor Name	AIVAF received	EV to confirm ratios	
							Practical	Theory
LCL Level 3 Certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings	✓	✓	✓	✓	James Morris Les Holmes Alan Wilson	✓	6 : 1	12 : 1
Level 2 Award in Electrical Safety Awareness in Social Housing and Residential Dwellings	✓	✓	✓	✓	James Morris Les Holmes Alan Wilson	✓	N/A	15 : 1
Domestic Electrical Installer	✓	✓	✓	✓	James Morris Les Holmes Alan Wilson	✓	6 : 1	12 : 1
Safe Isolation procedure for Single and Multi-Phase Electrical Installations	✓	✓	✓	✓	James Morris Les Holmes Alan Wilson	✓	1 : 1	12 : 1
BS7671 – Wiring Regulations	✓	✓	✓	✓	James Morris Les Holmes Alan Wilson	✓	N/A	15 : 1

PORTFOLIOS/ASSESSMENTS SAMPLED (EV to sample across all schemes ie ACS, OFTEC, RQF, LCL Awards, MLP)

CANDIDATE NAME	QUAL/COURSE/ MLP	TRAINER (Initials)	ASSESSOR (Initials)	IV (Initials)	ASSESSMENT DATE	EV CONFIRMS COMPETENCE	EV Feedback/Comments
N/A							

EV Feedback:

Related QMS Section	EV Feedback/Comments	IAR/R
16. Separation of Training from Assessment (17024)	N/A	
20. Examination & Assessment Provisions and Facilities	The centre has desktop computers for online assessments in bays with dividers. The centre has the JCQ rules for controlled assessments displayed in the assessment rooms.	
21. Register of Examination and Assessment Facilities, Locations and Equipment		
a. Status Issue Assessment Documentation	Assessment documentation to be issued on approval.	
b. Normative Documents	Staff have up to date versions of all normative documents including BS7671, GN3, OSG and The Electricians Guide to the Building Regulations. Learners bring their own copies, however the centre has spares copies available.	
c. Model Answers	Model answers are supplied by LCL Awards.	
d. Floor Plans	Detailed floor plans were submitted prior to the audit.	
e. Equipment List	The centre has an equipment list of tools and equipment.	
f. Training Manuals	The centre will use LCL Awards training material where it is supplied. The centre will also use its own material that will be current and update. The centre is developing a training plan and material for LCL Level 3 Certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings.	
g. Practical Provision	The centre has excellent practical provisions and the rigs fully meet the requirements of the qualifications and courses applied for.	
h. Risk Assessments	The centre has centre specific risk assessments in place. James is currently updating these to reflect centre changes.	
i. Emergency Shut Off Facilities	In place for all live place.	
j. COSHH	N/A	
k. Calibration of Equipment	The centre has calibration certificates in place for all electrical testers. Meter checked: Megger MFT 1553 Serial No: 080408/2686 Cal Due: 29/10/2022	
l. Accident Records	The centre has an accident book in place that is kept in the workshop.	
m. First Aiders & Equipment	The centres landlord is a qualified first aider. James and the team are booked in to undertake their first aid course through the British Red Cross. First aid box is kept in the workshop and the equipment in date 07/2026.	
22. Security of Documentation and Equipment	All sensitive documentation is kept in a locked cabinet with no learner access.	
26. Learner Application, Assessment and Certification (RQF)	A discussion was had with the centre regarding Parnassus and registering and grading learners. Head office to send PDF how to guides.	
27. Learner Application, Assessment and Certification (Non RQF)	See above.	
Witnessed Assessment (17024) <i>(EV to provide date and type of assessment)</i>	N/A	

QMS Section	IAR /R	Improvement Action /Recommendation Details	Date for Completion	Date Closed

Additional Comments from EV:

The centre was very well prepared for the visit and sent the required documents prior to the approval audit. The centre has been delivering electrical qualifications for many years and has experienced and competent staff in place. The centre provisions are excellent and they have exciting plans to offer more LCL Awards qualifications in the future. I am happy to approve this centre for the qualifications listed below and look forward to working with James and the team.

Please note that EESS will be approved at a later date.

LCL Awards Actions Only:

LCL Awards Actions	EV Comments	Whom
Notification of AC Staff Changes:	<i>(EV to add here if relevant)</i>	AM
Notification of Amendments to Scope of Approval:	<i>(EV to add here if relevant)</i>	AM
Confirmation of Approval/Re-approval:	<p>Approval granted for the following;</p> <ul style="list-style-type: none"> • LCL Level 3 Certificate in Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings • Level 2 Award in Electrical Safety Awareness in Social Housing and Residential Dwellings • Domestic Electrical Installer • Safe Isolation procedure for Single and Multi-Phase Electrical Installations • BS7671 – 18th Edition Wiring Regulations <p>Please send assessment material.</p>	AM/ QAC
Another other comments/actions:	Please send to the centre the PDF guides for Parnassus and XAMS.	AM