

Technical External Quality Assurance Approval/Scope Extension/Audit Report

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|---------------------------|--|---------------|------------|
| Centre Name | Morris Services Ltd | Centre No. | LC378 |
| Centre Address | Unit 18 Avondale Business Centre Woodland Way Bristol BS15 1AW | | |
| Centre Representative | James Morris | Centre IQA | Les Holmes |
| EV Name | Steve Humphreys | Date of Audit | 12/08/2022 |
| | | Remote | ✓ |
| | | Onsite | |
| 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 |
| | | | | | | | | |

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 |
|--|-----------------|--------------------|---------------------|---------------|-----------------|------------------------|----------------------|
| All portfolios moderated by LCL Awards | | | | | | | |

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 | The latest assessment documentation is being used. | |
| 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. | |

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|--|---|--|
| f. Training Manuals | The centre uses LCL Awards training material where it is supplied. The centre also uses its own material that is current and up to date. 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 it is approved for. | |
| h. Risk Assessments | The centre has centre specific risk assessments in place. | |
| 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. No accidents within this audit period. | |
| m. First Aiders & Equipment | James, Les and Alan are all qualified first aiders. Expiry 23/02/2025. First aid box is kept in the workshop. All contents are in date 07/2026. | |
| 22. Security of Documentation and Equipment | All sensitive documentation is kept in a locked cabinet with no learner access. Electronic information is stored securely on the server and password protected. | |
| 26. Learner Application, Assessment and Certification (RQF) | The centre understands the process for registering and grading learners on Parnassus and booking assessments on Xams. | |
| 27. Learner Application, Assessment and Certification (Non RQF) | The centre understands the process for completing the application, assessments and certification of non-RQF qualifications and courses. | |
| 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:

This interim technical audit was to ensure that the centre is adhering to LCL Awards policies and procedures and an opportunity to support the centre since its initial approval. The centre has so far only offered limited courses (safe isolation) but is still forward planning in regards to other LCL Awards qualifications. The team recently all passed the EESS qualification and is looking to acquire the practical provision soon.

Well done on a successful interim audit and I look forward to working with you and the team.

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: | <i>(EV to add here if relevant)</i> | AM/ QAC |
| Another other comments/actions: | <i>(EV to add here if relevant)</i> | |