

Visit report – centre approval

Form CGI/CAPV

Edition 2



THE CAD CORPORATION DRAUGHTING ACADEMY Name of centre	<input type="text"/> / <input type="text"/>
Address visited – main*/satellite*/subcentre* <small>*Delete as appropriate</small> Lower Ground Floor Block B Grayston Ridge Office Park 144 Katherine Street Sandton Country South Africa	
Name of assessment manager* <small>*Delete as appropriate</small> Heidi Edwards	
Name of external verifier LL Maraschin	

To be completed at end of approval visit

Having reviewed the evidence you have seen during this visit, please tick ✓ the appropriate boxes to indicate whether you consider the centre satisfies City & Guilds' requirements regarding the following areas of operation.

	Yes	No		Yes	No
Management and Administrative systems	X		Physical and staff resources	X	
Assessment	X		Quality assurance	X	

Do you therefore recommend approval be granted	Yes
If the approval is not recommended, please indicate relevant report section no(s)	N/A
If approval is not recommended, date application to be reviewed (approx.)	Desk-based <input type="checkbox"/> Visit <input checked="" type="checkbox"/>
<i>Additional approval visits/desk-based reviews, if required, will normally incur a charge.</i>	
Date of visit 21/09/2015	Duration of visit4..... hours

Signature of inspector* / external verifier
 Other City & Guilds representative*
*Delete as appropriate

White copy – branch office*/City & Guilds* 1 Giltspur Street, London EC1A 9DD. Yellow copy – centre.
 Pink copy – visiting verifier. Green copy – as directed. *Delete as appropriate

Before completing the following checklist, please refer to the Quality Handbook to ensure you are familiar with the range of evidence you should expect to see. From the information provided by the centre on form CGI/CAP and evidence you have examined, do you consider the centre satisfies/will be able to satisfy the following criteria? Please tick the appropriate boxes.

Management and administrative systems - criteria	Yes	No
C1 The roles, responsibilities, authorisation and accountabilities of the assessment/examination team across all assessment sites are clearly defined, allocated and understood.	X	
C2 There are procedures to ensure effective communication between all staff involved with the administration, delivery, assessment and examination of City & Guilds qualifications.	X	
C3 The centre has equal opportunities and access to assessment policies and practice which are understood by staff and candidates.		X
C4 Procedures, accommodation and equipment are fit for purpose to ensure the security of all examination or external test materials and candidate scripts, assignments, projects or portfolios, in accordance with City & Guilds regulations.	X	
C5 There are procedures to ensure examinations are conducted by appropriate staff in accordance with City & Guilds examination and syllabus regulations.	X	
C6 Candidate records and details of achievement are accurate, kept up to date, securely stored and available for verification and auditing by City & Guilds.	X	
C7 The centre has an appeals procedure which is documented and made available to candidates.	X	
C8 There are procedures to ensure City & Guilds is notified of any changes which may affect the centre's ability to meet the approved centre criteria.	X	
Physical and staff resources – criteria	X	
C9 Resources necessary to satisfy the requirements for individual qualifications and or examinations are/will be identified and provided.		
C10 Equipment and accommodation used for assessment and examination purposes comply with the requirements of relevant local health and safety legislation.	X	
C11 Accommodation is provided for candidates undertaking examinations which is suitably quiet, in an undisturbed location, with adequate heating, lighting, ventilation and complies with the relevant rules and regulations of City & Guilds.		X
C12 Staff have sufficient time, resources and authority to perform their roles and responsibilities effectively.	X	
C13 A staff development programme to support the delivery of City & guilds qualifications is established in line with identified needs.	X	
Assessment – criteria	X	
C14 Procedures are in place to ensure assessment is conducted in accordance with the requirements of individual qualifications and by appropriately qualified and occupationally expert staff.		
C15 Unit certification will be made available to candidates (where appropriate).		X
Quality assurance – criteria		X
C16 An effective system for quality assurance of assessment is in place.		
2 Comments		
From the evidence you have examined, please comment on the centre's capability to comply with City & guilds overall requirements for centre approval.		
3.1 Management and administration systems		
All systems in place. there are procedures guided by a quality management manual. CAD CORPORATION is also accredited by QCTO and by DHET.		
3.2 Physical and staff resources		
Staff and equipment are fit to offer programmes assessments and examinations. All staff members involved in training are qualified draughtspersons, and have done or are in the process of doing assessor and moderator training.		
3.3 Assessment		
All systems in place		

3.4 Quality assurance

All systems seem to be in place

3 Action plans for centre

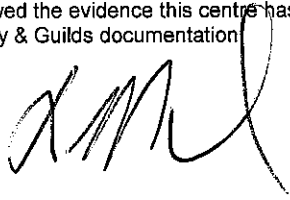
Please note any follow-up action required for the centre to satisfy the centre approval criteria overall in relation to the following areas of operation and the date by which such action should be taken.

	By when
3.1 Management and administration systems All systems can be better assessed once students are enrolled for city and guilds	JUNE 2016
3.2 Physical and staff resources All systems can be better assessed once students are enrolled for city and guilds	JUNE 2016
3.3 Assessment All systems can be better assessed once students are enrolled for city and guilds	JUNE 2016
3.4 Quality assurance All systems can be better assessed once students are enrolled for city and guilds	JUNE 2016

4 Declarations

4.1 I confirm that I have reviewed the evidence this centre has provided to support its application for centre approval having referred to the relevant City & Guilds documentation

Signature of external verifier
~~Other City & Guilds representative*~~
*Delete as appropriate



Date 21/09/2015

4.2 As nominated assessment manager, I agree with the content of this report and accept on behalf of this centre the recommendations

Name (please print) Heidi Edwards Position INTERNAL VERIFIER Signature

