

1 Supporting evidence

Before completing the following checklist, please refer to relevant sections of the Quality handbook and individual qualification documentation to ensure you are familiar with the range of evidence you should expect to see. Some centre approval criteria (ref 'C') are included as although the centre may already have demonstrated overall compliance, you must consider how these criteria are applied in the context of the particular qualification(s).

From the information provided by the centre on Form CGI/QAP, any other documentation provided by City & Guilds and evidence you have reviewed through a centre visit* /desk based review* (*Select as appropriate) do you consider the centre satisfies/will be able to satisfy the following criteria? Please tick the appropriate boxes.

Management and administrative systems – centre approval criteria applied to this qualification		Yes	No
C1	The roles, responsibilities, authorities and accountabilities of the assessment/examination team across all assessment sites are clearly defined, allocated and understood.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C2	There are procedures to ensure effective communication between all staff involved with the administration, delivery, assessment and examination of City & Guilds qualifications.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C3	The centre has equal opportunities and access to assessment policies and practice which are understood by staff and candidates.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C6	Candidate records and details of achievements are accurate, kept up to date, securely stored and available for verification and auditing by City & Guilds.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C7	The centre has an appeals procedure which is documented and made available to candidates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C12	Staff have sufficient time, resources and authority to perform their roles and responsibilities effectively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
C13	A staff development programme to support the delivery of City & Guilds qualifications is established in line with identified needs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Physical and staff resources – criteria			
Q1	Resource needs are accurately identified in relation to the specific qualification offered including requirements for on-line examinations and resources are made available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q2	Equipment, accommodation and procedures used for the purposes of assessment and examination comply with relevant local health and safety requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q3	Assessment and verification is conducted by qualified and occupationally competent staff and there are sufficient to meet the demand for assessment and verification activity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment criteria – criteria			
Q4	Information, advice and guidance about qualification procedures and practices are provided to candidates and potential candidates.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q5	Candidates' development needs are matched against the requirements of the qualification(s) and an agreed assessment plan is established.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q6	Candidates have regular opportunities to review their progress and goals and to revise their assessment plan accordingly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q7	Particular assessment requirements of candidates are identified and met where possible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q8	Access to assessment is encouraged through the use of a range of valid assessment methods.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q9	Queries about the qualification specification, assessment guidance or related City & Guilds' material are resolved and recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Q10	Any additional criteria relating to this qualification. <i>(Please specify below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Quality assurance			
Q11	Assessment decisions and practices are regularly sampled, findings acted upon to ensure quality, consistency and fairness and records made available for the purposes of auditing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any additional criteria – as specified in the relevant qualification documentation			
There are no City and Guilds students at present. There are however many other students doing similar qualifications.			

2 Comments

From the evidence you have examined, please comment on the centre's capability to offer the qualification(s) and complexes for which approval is sought.

2.1 Management and administrative systems All management and administration systems are in place.
2.2 Physical and staff resources Students bring their own laptops. Some course material is supplied electronically otherwise hard copies are given. All classrooms are adequately equipped. Staff are well qualified to offer programmes.
2.3 Assessment The centre has a computer programme where student performance and attendance is logged.
2.4 Quality assurance A quality management manual is used to guide the organisation. They have applied for ISO 9001 2008 accreditation.

3 Action plan for centre

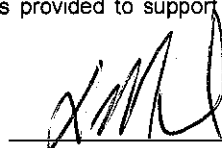
Please note any follow-up action required for this centre to satisfy the qualification approval criteria overall in relation to the following areas of operation and the date by which such action should be taken.

Action required	By when
3.1 Management and administrative systems No requirements	
3.2 Physical and staff resources Staff to be interviewed by external verifier once City and Guilds programmes are offered in January 2016	June 2016
3.3 Assessment Portfolio's of City and Guilds students should be checked by external verifier at the next visit. City and Guilds students must also be interviewed.	June 2016
3.4 Quality assurance Evidence of moderation of assessment to be checked by external verifier.	June 2016

4 Declarations

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

Signature of external verifier* /other City & Guilds representative*
(*Select as appropriate)



Date 21/09/2015

4.2 I agree with the content of this report and accept on behalf of this centre the recommendations.

Name Heidi Edwards

Position Internal Verifier

Signature

