Centre Activity Report

External Quality Assurance Sampling Visit

Section 1   Contact details

1.1 Transaction number	8000191590

1.2 Centre Name	Adult Training Network
1.3 Centre number	003525

1.4 Centre contact	
Title	Mr.
First name	Sarjeet
Surname	Gill
Telephone number*	+442085749588
Email address*	s.gill@adult-training.org.uk

Consultant Name	Justin O'Connor
Type of activity	External QA Sampling Visit
Date of activity (dd.mm.yyyy)	21.02.2018
Start Time (24 hrs clock)	09:20
Finish Time (24 hrs clock)	12:30

Location of activity	Centre

Section 2   Summary of activity & centre staff met

2.1 General comments regarding the day including good practice. For a support visit outline advice, guidance & training provided	

Delayed centre arrival due to issues on the road.

Preparatory documentation:
The activity was planned for the 21.02.2018. The PA1 lead time was compromised due to the CA2 upload – the centre did have issues and requested the support from local office.

Action points listed on previous CAR signed off (where applicable):
There were no previous action points.

Quality assurance contact:
The quality assurance contact is current and correct Sargeet Gill.

Current courses and historical approvals:
The centre is approved to deliver the following qualifications under the EQA's remit:

Qualification	Description	Approval Status
9645-03	Business Administration Advanced Apprenticeship (Level 3) - England	Low (Full Approval)
9645-02	Business Administration Intermediate Apprenticeship (Level 2) - England	Medium (Registration Only)
7574-02	ITQ Level 2 for IT users	Medium (Registration Only)
7574-03	ITQ Level 3 for IT users	Medium (Registration Only)
7574-90	ITQ Certificate for IT users (Level 1) - UNIT ROUTE	Medium (Registration Only)
7574-01	ITQ Level 1 for IT users	Low (Full Approval)
7574-91	ITQ Certificate for IT users (Level 2) - UNIT ROUTE	Medium (Registration Only)
5528-90	Diploma in Business Administration (Unit Route)	Medium (Registration Only)
5528-03	Level 3 Diploma in Business Administration	Low (Full Approval)
5528-02	Level 2 Diploma in Business Administration	Medium (Registration Only)
4249-01	Entry Level 3 Award and Certificate for IT Users (Start IT - iTQ)	Low (Full Approval)

Qualifications discussed and activities planned:
7574; 5528-02 – the next activity is planned as a remote sample on the 08.06.2018 - City and Guilds has requested that 7574 portfolios be reviewed on this visit so that they can see more evidence of final IQA sampling.
9645 No activity
4249-01 the next activity is planned as a remote sample on 19.03.2019

Last registration and certification dates:
4249-01
Last Registration　　　31.12.2018　　　　　Last Certification　　　31.12.2019

7574-01
Last Registration　　　31.12.2018　　　　　Last Certification　　　31.12.2019

7574-91
Last Registration　　　31.12.2018　　　　　Last Certification　　　31.12.2020

S form required if so list of learners to be claimed below:
7574-91 – one unit completed Sonia Khokhar to be claimed via S form.

Staff involved with delivery & quality assurance:
There are a number of staff involved with both assessment and quality assurance:
Assessor = Punitharani Gunaseelan; Manpreet Shinhmar
IQA = Sangeeta Khutan

GLH monitored:
GLH hours are logged via the learner logs.

CPD/CV's/Certs:
The centre provided copies of staff CPD records – no changes to staff.

Centre updates:
There are no updates outstanding.

Learner access:
Learner evidence was accessible via hard-copy documents.

Learner interview:
Learner interview with Nadia Shaheei; Fawzia Dost; Rahma Mahamua – all learners confirmed that they commenced with 4249-01 E3 and progress on to Level 1 7574-01 and have completed both courses. The learners confirmed that initial assessment and diagnostics took place prior to starting the courses; they had regular support in the classroom which included reviews; general feedback and 1:1 support.

IQA interview and documents viewed:
General updates in relation to the quality assurance processes were discussed with Sangeeta Khutan. IQA sample plans with an appropriate ratio of sampling in place; standardisation; feedback was provided as evidence.

Observation:
Observations were discussed with the centre with regards to it now being a mandatory requirement; there were no classes at the moment due to new registrations so this will be implemented during the next activity.

2.2 Centre staff met	

Staff Name	Role	Met
Sangeeta Khutan	IQA	○ Yes ◉ No

Has the previous action plan been met by the centre?	N/A
Comments	Action point from the last report relating to functional skills and not IT.

Section 3   Qualification related information

3.1   Qualifications sampled/advised

Qualification number	Qualification title	Number of active registered learners	Number of certificated learners from last 12 months	Prior qualification approval status	New qualification approval status
4249-01	Entry Level 3 Award and Certific	66	0	Low (Full Approval)	Low (Full Approval)
7574-01	ITQ Level 1 for IT users	34	0	Low (Full Approval)	Low (Full Approval)
7574-91	ITQ Certificate for IT users (Le	2	0	Medium (Registration (	Medium (Registration Only)

3.2   Checklist

Please add comments to explain your response.

Quality Assurance Requirement	Finding	Comments
Is the Staff Matrix up-to-date?	◉ Yes ○ No	The Staff Matrix is up-to-date
Are all current staff approved, and hold the relevant recognised qualifications?	◉ Yes ○ No	All current staff are approved and hold the relevant recognised qualifications
Is the centre registered for and receiving the monthly mailings?	◉ Yes ○ No	The centre is registered for and receiving the monthly mailings
Does centre access centre section of website - to obtain latest guidance and updates?	◉ Yes ○ No	Yes, the centre have no issues with accessing the website
Does the centre work with any subcontractors, partners or third parties in the delivery and/or assessment of these qualifications? If so, please describe the nature of that relationship with details of how roles are documented and understood, and how arrangements are quality assured.	○ Yes ◉ No	No, the centre employ their own staff for the purposes of assessment and quality assurance.
Are learners development needs matched against the requirements of the qualification(s) and an agreed individual assessment plan established?	◉ Yes ○ No	Learners development needs are matched against the requirements of the qualification(s) and an agreed individual assessment plan established.

Quality Assurance Requirement	Finding	Comments
Do learners have regular opportunities to review their progress and goals?	○ Yes ● No	For short courses reviews are completed at the end of the course and for longer courses mid and end point reviews.
Do learners have regular opportunities to revise their assessment plan accordingly?	● Yes ○ No	Learners have regular opportunities to revise their assessment plan accordingly.
Are particular assessment requirements of learners identified and met where possible?	● Yes ○ No	Particular assessment requirements of learners are identified and met where possible
Were any assessments completed in Welsh? If so, please provide further details in section 2.1	○ Yes ● No	No

3.3 Sampling Pages

Learner name and Reg. number	Reg. and Cert date	Qual. and Unit(s) sampled	Assessor name	Type of assessment and Date of Assessment (dd.mm.yyyy)	Do you agree with the Assessor finding?	Internal Quality Assurer (IQA) name	Internal quality assurance activity and date	Do you agree with Internal Quality Assurer finding?	Hide All
Fawzia Dost WFI5517	31.10.2017 06.12.2017	4249-01 006	Punitharani Gunas	Products of Work 07.11.2017	Yes	Sangeeta Khutan	Final 24.11.2017	Yes	Hide
The EQA is in agreement with the assessment and IQA decision									
Nasra Gaal WTU9049	31.10.2017 06.12.2017	4249-01 011 007	Punitharani Gunas	Products of Work 01.11.2017	Yes	Sangeeta Khutan	Final 24.11.2017	Yes	Hide
The EQA is in agreement with the assessment and IQA decision									
Rahma Ahmed Ma WTU9051	31.10.2017 06.12.2017	4249-01 001	Punitharani Gunas	Products of Work 01.11.2017	Yes			N/A	Hide
The EQA is in agreement with the assessment decision									
Tripat Pal Singh WTU9087	31.10.2017 06.12.2017	4249-01 006	Punitharani Gunas	Products of Work 09.11.0201	Yes			N/A	Hide
The EQA is in agreement with the assessment decision									
Fawzia Dost WFI5517	27.11.2017 12.01.2018	7574-01 129 127	Punitharani Gunas	Products of Work 27.11.2017	Yes			N/A	Hide
The EQA is in agreement with the assessment decision									
Rahma Ahmed Ma WTU9051	27.11.2017 12.01.2018	7574-01 127	Punitharani Gunas	Products of Work 13.12.2017	Yes			N/A	Hide
The EQA is in agreement with the assessment decision.									
Robert Hodgson WTU9063	27.11.2017 12.01.2018	7574-01 129 107	Punitharani Gunas	Products of Work 13.12.2017	Yes	Sangeeta Khutan	Final 08.01.2018	Yes	Hide
The EQA is in agreement with the assessment and IQA decision.									
Ekramallah Kazen XCC6334	27.11.2017 12.01.2018	7574-01 107	Punitharani Gunas	Products of Work 04.12.2017	Yes			N/A	Hide
The EQA is in agreement with the assessment decision.									
Sonia Khokhar PTW1682	21.08.2017	7574-91 227	Manpreet Shinhm	Products of Work 06.12.2017	Yes			N/A	Hide
The EQA is in agreement with the assessment decision.									

Summary of comments on sampling	

	Sampling comments
	The learner evidence across entry level to level 1 has met the outcomes with sufficient assessment and quality assurance in place. Documentation has been used efficiently to enable a clear audit trail.
	Standardisation
	Minutes from the last two meetings were provided as evidence.
	Assessment and IQA Strategy and Processes
	There is a clear IQA strategy in place which is comprehensive and informative – the IQA ensures that all cohorts have a ratio of sampling across the units. The assessment strategy and process is embedded within the organisation – no issues identified.
	Registration and certification
	There are no issues with registration or certification.

3.4 Final Questions

Please add comments to explain your response.

Quality Assurance Requirement	Finding	Comments
Have all programme operations been complied with?	⦿ Yes ○ No	All programme operations have been complied with.
Is the assessment strategy complied with?	⦿ Yes ○ No	The assessment strategy has been complied with.
Have all assessments been sampled as planned?	⦿ Yes ○ No	All assessments have been sampled as planned.
Do IQA staff facilitate regular standardisation activities?	⦿ Yes ○ No	IQA staff facilitate regular standardisation activities.
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions?	⦿ Yes ○ No	IQA staff give appropriate feedback to assessors regarding their assessment decisions.
Do IQA staff maintain appropriate sampling plans in line with CAMERA?	⦿ Yes ○ No	IQA staff maintain appropriate sampling plans
Are records of IQA activity maintained and made available in line with City & Guilds / ILM requirements ?	⦿ Yes ○ No	Records of IQA activity is maintained and made available in line with City & Guilds requirements.
Do all claims for certificates meet the necessary requirements?	⦿ Yes ○ No	All claims for certificates meet the necessary requirements
Are there any other risks concerning IQA activity?	○ Yes ⦿ No	None identified

Section 4   Action, Improvement Plan

Date set (dd.mm.yyyy)	Action/Improvement Point	Level of risk	By whom	By when (dd.mm.yyyy)	Date completed (dd.mm.yyyy)	* To be checked by (mandatory field)
21.02.2018	(I) The PA1 lead time was compromised due to the CA2 upload – the centre did have issues and requested the support from local office. Please ensure future CA2 documents are uploaded to the portal up to 20 days prior to the agreed activity.	Improvement	IQA	08.06.2018		EQA

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