



# Centre Activity Report

## External Quality Assurance Remote Sampling/Moderation

### Section 1 Contact details

<b>1.1 Transaction number</b>	8000216039
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<b>1.2 Centre Name</b>	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 Remote Sampling Visit
Date of activity (dd.mm.yyyy)	25.07.2018
Start Time (24 hrs clock)	16:00
Finish Time (24 hrs clock)	19:00

Location of activity	Remote
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### 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	<p>Preparatory documentation The activity was planned for the 25.07.2018. There were no issues with the data received.</p> <p>Action points listed on previous CAR signed off (where applicable) There are no previous action points</p> <p>Any Deviations from PA1 Yes, 7574-01/91 removed from sample due to inactivity.</p> <p>Quality assurance contact – name The quality assurance contact is current and correct – Sarjeet Gill</p> <p>Lead IQA name – was IQA present if not reason for non-compliance Sangeeta Khutan</p> <p>Observations planned (Centre visit only) Has centre planned observation. N/A</p> <p>Learner interview Learner interview took place with Nadia Shaheedi who provided the EQA with a full update in relation to her course. Nadia is very happy with the support she's received from both the tutor and centre staff in general.</p> <p>Assessor/IQA interview Sangeeta Khutan provided the EQA with relevant assessment and IQA evidence along with policies &amp; procedures requested via the PA1</p> <p>IQA documentation in place</p> <ol style="list-style-type: none"> <li>Minutes to the last standardisation meeting provided 25.05.2018</li> <li>IQA sample plans are in place</li> <li>IQA feedback is appropriate</li> </ol>
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4. Observations of Assessor/tutors are undertaken throughout the year

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

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

Qualifications discussed and activities planned  
 5528 - Planned as a centre visit on the 23.07.2019  
 4249 - planned as a remote sample on the 19.03.2019

Last registration and certification dates for qualifications sampled today  
 5528-02

Last Registration	Last Certification
31.12.2021	31.12.2024

S form required if so list of learners to be claimed below  
 Fawzia Dost  
 Darshan Kaur Raz  
 Nadia Shaheedi  
 Manjit Kaur Lal  
 Hardeep Kaur  
 Ramanpreet Ramanpreet  
 Nasrin Sheikh  
 Manju Manju  
 Saroj Rani  
 Kewal Singh Rai  
 Rajani Gopalakrishnan

Staff involved with delivery & quality assurance  
 There are a number of staff involved with both assessment and quality assurance:  
 Assessor = Sangeeta Khutan; Jaswinder Kaur  
 IQA = Jojy Vargheses

GLH is this monitored; how and where is this logged – does the centre agree that the number of hours allocated to GLH/formal learning and TQT/NLH/Credit are adequate – responses below.

GLH is recorded via ILP's – it is felt that the hours allocated to the units/qualification are sufficient.

CPD/CV's/Certs  
 The centre provided copies of CPD logs – all staff must ensure there is more emphasis on occupational updates.

Are there any centre updates outstanding?  
 There are no outstanding updates

How was the learner evidence accessed?  
 The evidence was accessible via hard-copy documents

2.2 Centre staff met

Staff Name	Role	Met
Sangeeta Khutan (phone email)	IQA	<input type="radio"/> Yes <input checked="" type="radio"/> No

Has the previous action plan been met by the centre?	N/A
Comments	There are no previous action points

**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
5528-02	Level 2 Diploma in Business Admi	12	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?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The Staff Matrix is up-to-date
Are all current staff approved, and hold the relevant recognised qualifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	All current staff are approved and hold the relevant recognised qualifications
Is the centre registered for and receiving the monthly mailings?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The centre is registered for and receiving the monthly mailings
Does centre access centre section of website - to obtain latest guidance and updates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, there are 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.	<input type="radio"/> Yes <input checked="" type="radio"/> 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?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Learners development needs are matched against the requirements of the qualification.
Do learners have regular opportunities to review their progress and goals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Learners have regular opportunities to review their progress and goals
Do learners have regular opportunities to revise their assessment plan accordingly?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Learners have regular opportunities to revise their assessment plan accordingly.
Are particular assessment requirements of learners identified and met where possible?	<input checked="" type="radio"/> Yes <input type="radio"/> 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	<input type="radio"/> Yes <input checked="" type="radio"/> 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
NADIA SHAHEEDI RHJ9686	26.04.2018	5528-02 230	Sangeeta Khutan	Professional Discussion 11.05.2018	Yes			N/A	Hide
The EQA is in agreement with the assessment decision - QA; WT; Product; observation; PD in place									
Hardeep Kaur VJY3866	27.03.2018	5528-02 230	Sangeeta Khutan	Q&A 20.04.2018	Yes	Joey Vargheses	Final 01.06.2018	Yes	Hide
The EQA is in agreement with the assessment and IQA decision - QA; WT; Product; observation; PD in place									
Fawzia Dost WFI5517	27.03.2018	5528-02 230	Sangeeta Khutan	Witness Testimony 23.03.2018	Yes	Joey Vargheses	Final 01.06.2018	Yes	Hide
The EQA is in agreement with the assessment and IQA decision - QA; WT; Product; observation in place									
Nasrin Sheikh YGB9107	26.04.2018	5528-02 230	Jaswinder Kaur	Products 25.05.2018	Yes	Joey Vargheses	Final 06.07.2018	Yes	Hide
The EQA is in agreement with the assessment and IQA decision - QA; WT; Product; observation in place									
Saroj Rani YGB9120	26.04.2018	5528-02 230	Jaswinder Kaur	Professional Discussion 25.05.2018	Yes			N/A	Hide
The EQA is in agreement with the assessment decision - QA; WT; Product; observation; PD in place									

Summary of comments on sampling	<p>Sampling comments</p> <ol style="list-style-type: none"> <li>Initial assessment and induction is completed by the learner</li> <li>Diagnostics tools used are in place for all learners</li> <li>Assessment methods undertaken include QA; WT; Product; observation; PD</li> </ol> <p>The centre has requested sampling of unit only [230] which is then RPL's into a wider qualification – medium risk is maintained and the centre can claim all learners sampled as well as additional learners – see S form.</p> <p>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.</p> <p>Registration and certification There are no issues with registration or certification.</p>
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### 3.4 Final Questions

Please add comments to explain your response.

Quality Assurance Requirement	Finding	Comments
Have all programme operations been complied with?	<input checked="" type="radio"/> Yes <input type="radio"/> No	All programme operations have been complied with
Is the assessment strategy complied with?	<input checked="" type="radio"/> Yes <input type="radio"/> No	The assessment strategy has been complied with
Have all assessments been sampled as planned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	All assessments have been sampled as planned
Do IQA staff facilitate regular standardisation activities?	<input checked="" type="radio"/> Yes <input type="radio"/> No	IQA staff facilitate regular standardisation activities
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions?	<input checked="" type="radio"/> Yes <input type="radio"/> No	IQA staff give appropriate feedback to assessors regarding their assessment decisions
Do IQA staff maintain appropriate sampling plans in line with CAMERA?	<input checked="" type="radio"/> Yes <input type="radio"/> No	IQA staff maintain appropriate sampling plans
Are records of IQA activity maintained and made available in line with City & Guilds / ILM requirements ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Records of IQA activity is maintained and made available in line with City & Guilds requirements.

Quality Assurance Requirement	Finding	Comments
Do all claims for certificates meet the necessary requirements? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	All claims for certificates meet the necessary requirements //
Are there any other risks concerning IQA activity? //	<input type="radio"/> Yes <input checked="" type="radio"/> 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)
25.07.2018	(A) The centre provided copies of CPD logs – all staff must ensure there is more emphasis on occupational updates. //	Low	IQA	19.03.2019		EQA //

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