



Centre Activity Report

External Quality Assurance Sampling Visit

Section 1 Contact details

1.1 Transaction number	8000191133
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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	Jabeen Ashiq
Type of activity	External QA Sampling Visit
Date of activity (dd.mm.yyyy)	08.03.2018
Start Time (24 hrs clock)	11:00
Finish Time (24 hrs clock)	15:30

Location of activity	Assessment site
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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>This was a good visit; well-planned and organised. The EQA monitoring visit took place at the Stevenage site today as planned with the Centre QA Manager. All information was made readily available for the EQA.</p> <p>All assessments sampled were accurately verified with good, constructive IQA feedback with suggested areas for progression.</p> <p>A good visit! EQA would like to thank the team; especially JV for organising and preparing/planning for the visit.</p>
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2.2 Centre staff met	
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Staff Name	Role	Met
Jojoy Vanghese	IQA/QA Manager	<input checked="" type="radio"/> Yes <input type="radio"/> No
Sugra Bashir	Tutor/Assessor	<input checked="" type="radio"/> Yes <input type="radio"/> No
Jaswinder Kaur	Tutor/Assessor	<input checked="" type="radio"/> Yes <input type="radio"/> No

Has the previous action plan been met by the centre?	Yes
Comments	

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
4692-01	ESOL Skills for Life (QCF) singl	76	105	Low (Full Approval)	Low (Full Approval)
4692-02	ESOL Skills for Life (QCF) full-	34	27	Low (Full Approval)	Low (Full Approval)

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	Yes, this is up to date. JV always completes the Centre Update Form and sends this to C&G.
Are all current staff approved, and hold the relevant recognised qualifications?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, this has been seen for all staff at the Centre during the previous visits.
Is the centre registered for and receiving the monthly mailings?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, the IQA cascades information as required and is fully competent in navigating the C&G website for information.
Does centre access centre section of website - to obtain latest guidance and updates?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
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 checked="" type="radio"/> Yes <input type="radio"/> No	Yes, the Centre are working in partnership with Richmond Upon Thames and Barking and Dagenham College/Hertfordshire County Council and Swindon Council. Outreach Centre in Hertfordshire, Swindon, Letchworth and Stevenage, Hays. Learners come from the Job Centre and sometimes the Colleges refer learners to the Centre.
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	The Centre have their own internal IA devised and also use the Skills for Life Diagnostic assessments for all ESOL learners.
Do learners have regular opportunities to review their progress and goals?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, this is completed on an on-going and 1-1 basis; ILPs and Mid Course Reviews, Mock Exams are given to learners throughout the programme following the GLH of delivery.
Do learners have regular opportunities to revise their assessment plan accordingly?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, as above, this is on-going. 2 S/L assessments were observed today and 1 candidate interview took place who gave excellent feedback.
Are particular assessment requirements of learners identified and met where possible?	<input checked="" type="radio"/> Yes <input type="radio"/> No	There has currently not been any learners with ALS needs; however, if needs are identified, the Centre will adapt and make any necessary adjustments, for example, larger copies of exercises/text.
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	N/A

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
Shirley Thomas RZX1467	09.01.2018 23.01.2018	4692-01 203	JV	Assignments 11.01.2018	Yes	SK	Final 12.01.2018	Yes	Hide
L2 S/L Social Media Audio recording discussion and presentation - assessed accurately. Candidate has passed at L2 discussing communication in the 21st century with other learners, all written preparation notes included. I agree with IQA decisions. Good constructive IQA feedback to assessor.									
Bharat Shah SZN4053	22.11.2016 18.12.2017	4692-01 011	JK	Assignments 24.01.2017	Yes	JV	Final 31.01.2017	Yes	Hide
E1 Reading Me and My Health EQA agrees with IQA decisions, candidate has passed. Good IQA feedback to assessor.									
Shazia Kosar TFN2090	09.12.2016 03.03.2017	4692-01 013	N J-C	Assignments 22.02.2017	Yes	JV	Final 01.03.2017	Yes	Hide
E1 Writing Travel and Transport EQA agrees with IQA decisions, candidate has passed. Good IQA feedback to assessor raising important points.									
Henriett Kiss TFN2114	09.12.2016 11.05.2017	4692-01 021	RK	Assignments 22.03.2017	Yes	JV	Final 24.03.2017	Yes	Hide
E2 Reading Finding a Job EQA agrees with IQA decisions, candidate has passed. Good IQA feedback to assessor covering all three elements of the ESOL English E2.									
BRAULIA JULIA D VGV6579	24.04.2017 23.01.2018	4692-01 103	RK	Assignments 27.04.2017	Yes	JV	Final 10.05.2017	Yes	Hide
L1 S/L Travel and Transport Audio recording Activity 2 & 3 - assessed accurately. Candidate has passed at L1. I agree with IQA decisions. Good constructive IQA feedback to assessor.									
MOHAMMAD DAV WGS8561	04.01.2018 30.01.2018	4692-01 033	JV	Assignments 05.01.2018	Yes	SK	Final 18.01.2018	Yes	Hide
E3 S/L Travel and Transport Audio recording Activity 2 & 3 - assessed accurately. Candidate has passed. I agree with IQA decisions. Good constructive IQA feedback to assessor.									
Gurdev Kaur WLG2075	12.10.2017 10.11.2017	4692-01 023	RR	Assignments 17.10.2017	Yes	JV	Final 30.10.2017	Yes	Hide
E2 S/L Me and My Home Audio recording Activity 2 & 3 - assessed accurately. Candidate has passed, she is confident speaking about her house. I agree with IQA decisions. Good constructive IQA feedback to assessor where additional examples of performance were requested.									
Diana Cristina Vis XGC9404	08.12.2017 18.12.2017	4692-01 023	JV	Assignments 12.12.2017	Yes	JK	Final 13.12.2017	Yes	Hide
E2 S/L Travel and Transport Audio recording Activity 2 & 3 - assessed accurately. Candidate has passed. I agree with IQA decisions. Good constructive IQA feedback to assessor. IQA needs to be careful of inputting accurate dates on IQA records.									
Violetta Zmudzins SKD9675	06.12.2016 22.06.2017	4692-02 031	RK and NC - Full	Assignments 31.05.2017	Yes	JV	Final 12.06.2017	Yes	Hide
E3 Reading Sport and Keeping Fit EQA agrees with IQA decisions, candidate has passed. Good IQA feedback to assessor covering assessor professional development and future progression. This is good.									
GIAN KAUR THE7950	23.05.2017 10.07.2017	4692-02 022	JK	Assignments 06.06.2017	Yes	JV	Final 30.06.2017	Yes	Hide
E2 Writing Travel and Transport EQA agrees with IQA decisions, candidate has passed. Good IQA feedback to assessor with SMART targets for progression.									

Summary of comments on sampling	
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	<p>2 learners were observed undertaking the E1 S/L activity 2 & 3; Attaumanan Zafar, XVJ2850 & Elena Stemate, XVJ2837.</p> <p>Both passed and were given good feedback with suggestions for improvement by the assessor (JK). The IQA (JV) also gave some constructive feedback to the Assessor/Interlocutor and this is recorded on an observation form that was seen by the EQA. All feedback included areas for progression with suggestions/targets of CPD activity.</p> <p>1 of the 2 learners was interviewed who was very happy on the programme and was looking forward to move on to the next level.</p> <p>A good Centre with a team of experts who collectively work together to support a good standard of teaching and learning.</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	Yes, this was evident. //
Is the assessment strategy complied with? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, GLH are followed accurately and learners are given extra support and time on the course if need arise. //
Have all assessments been sampled as planned? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes. //
Do IQA staff facilitate regular standardisation activities? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	2 SM have taken place; 29/02/18 and /15/05/2017 - this was based around marking papers at different levels and discussing outcomes of decisions. Staff also undertook an quiz to test their understanding of the assessment process for ESOL. //
Do IQA staff give appropriate feedback to assessors regarding their assessment decisions? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, feedback is constructive with SMART target setting for assessors to improve their practices. //
Do IQA staff maintain appropriate sampling plans in line with CAMERA? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, all sampling plans have been seen by the EQA today which covered all of last year up to January 2018. //
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	Yes, this was evident throughout the visit date. //
Do all claims for certificates meet the necessary requirements? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes, the Centre have made accurate claims and all certificates meet the requirements. //
Are there any other risks concerning IQA activity? //	<input checked="" type="radio"/> Yes <input type="radio"/> No	No risks. //

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)
	I: Ensure Standardisation activities that take place are kept on file. Evidence of the standardisation activity was not seen for the most recent meeting; although these had clearly taken place from the minutes provided. //	Improvement	Lead IQA/Cer	31.08.2018		EQA //

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