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| **1. Visit Details** |
| 1.1 Centre Name |  |
| 1.2 Centre Address |  |
|  |
|  |
| 1.3 Country |  |
| 1.4 Date of visit |  |
| 1.5 Head of Centre |  |
| 1.6 Quality Assurance Contact |  |
| 1.7 Nature & length of activity  | Visit[ ]  | Remote[ ]  | Length of activity (hours) |  |

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| **2. Report Summary**  |
| Having reviewed all available evidence, do you consider the centre satisfies the overall City & Guilds’ requirements and recommend that centre approval should be granted? (Please tick Yes or No) | Yes | No |
|  |[ ] [ ]
| Comments:  |
| External Verifier |  | Date |  |
| **3. Action Plan** |
| Please provide details of actions required. |
| No. | Action | Who | Due Date |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

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| **4. Staff Met During Visit** |
| Please provide details of all staff met during the visit. |
| No. | Name | Role |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |

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| **5. Supporting Evidence: Centre Approval Criteria** |
| From the information provided by the centre in their Application for Centre Approval & Qualification Approval (CAP), and evidence you have examined, do you consider the centre satisfies the following criteria? Please tick Yes or No and provide comments. |
| Management and administration systems |
| Criterion | Description | Criteria met | Comment |
|  |  | Yes | No |  |
| C12 | A clear organisational structure is in place and their roles & responsibilities are understood by the assessment and administration team |[ ] [ ]   |
| C13 | There are clear procedures in place to ensure effective communication between all staff involved with City & Guilds qualifications  |[ ] [ ]   |
| C14 | The centre has in place:* an equal opportunities policy
* an access to assessment policy

which are available & understood by staff and learners |[ ] [ ]   |
| C15 | All procedures, accommodation and equipment are fit for purpose to ensure the security of all examination and assessment material, in accordance with City & Guilds regulations |[ ] [ ]   |
| C16 | There are procedures to ensure that examinations are invigilated by appropriate staff in accordance with City & Guilds examination regulations |[ ] [ ]   |
| C17 | Learner and assessment records are stored securely for the required 3 year period, and will be made available to the EV on request |[ ] [ ]   |
| C18 | The centre has an appeals procedure for centre-marked assessment, which is made available to learnersThe centre understands the appeals procedure for City & Guilds marked examinations |[ ] [ ]   |
| C19 | The centre has a complaints procedure which is made available to learners and staffThe centre understands City & Guilds policy in relation to learner complaints |[ ] [ ]   |
| C20 | The centre is familiar with the requirement to use a Centre Update form to notify City & Guilds of any changes to the information contained in the approval forms and supporting documentation  |[ ] [ ]   |
| Physical and Staff Resources |
| Criterion | Description | Criteria met | Comment |
|  |  | Yes | No |  |
| C21 | All equipment & resources used for City & Guilds qualifications are compliant with relevant local health and safety requirements |[ ] [ ]   |
| C22 | Examination accommodation is suitably quiet, in an undisturbed location with adequate heating, lighting & ventilation and compliant with City & Guilds regulations |[ ] [ ]   |
| C23 | Adequate planning is in place to ensure that staff will have sufficient time, resources and authority to perform their roles effectively |[ ] [ ]   |
| C24 | A staff development programme is in place to support the delivery of City & Guilds qualifications is established in line with identified needs, and with the CPD requirements of the relevant qualifications. |[ ] [ ]   |