|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 |  | |  | | | |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 learners  The centre understands the appeals procedure for City & Guilds marked examinations |  |  |  |
| C19 | The centre has a complaints procedure which is made available to learners and staff  The 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. |  |  |  |