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| --- | --- | --- | --- | --- | --- |
| **1. Visit Details** | | | | | |
| 1.1 Centre Name |  | | | | |
| 1.2 Centre Number |  | | | | |
| 1.3 Centre Address |  | | | | |
|  | | | | |
|  | | | | |
| 1.4 Country |  | | | | |
| 1.5 Date of visit |  | | | | |
| 1.6 Head of centre |  | | | | |
| 1.7 Quality Assurance contact |  | | | | |
| 1.8 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 the below qualification approval should be granted? (Please tick Yes or No) | | | | | |
| Qualification Title | | Qualification number | Qualification Approval recommended | | |
| Yes | | No |
|  | |  |  | |  |
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|  | |  |  | |  |
| 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 |  |  |

|  |  |  |  |  |
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| **5. Supporting Evidence: Qualification Approval Criteria** | | | | |
| From the information provided by the centre in their Application for Centre Approval & Qualification Approval (CAP), **OR** Application for Qualification Approval (QAP), and evidence you have examined, do you consider the centre satisfies the following criteria? Please tick Yes or No and provide comments. | | | | |
| Physical and staff resources | | | | |
| Criterion | Description | Criteria met | | Comment |
| Yes | No |
| C1 | All resource needs outlined in the qualification handbook(s) are in place |  |  |  |
| C2 | Procedures are in place to ensure that only occupationally competent and qualified assessment and delivery staff are recruited |  |  |  |
| Quality Assurance | | | | |
| Criterion | Description | Criteria met | | Comment |
| Yes | No |
| C3 | A clear internal verification sampling strategy is in place to ensure that assessment decisions are sampled, and findings are acted upon to ensure quality, consistency & fairness in assessment. |  |  |  |
| C4 | A Plagiarism & Cheating policy is available & understood by staff and learners |  |  |  |
|  | | | | |
| Assessment | | | | |
| Criterion | Description | Criteria met | | Comment |
| Yes | No |
| C5 | Procedures are in place to ensure that assessment and internal verification are conducted only by qualified and occupationally competent staff, and there are sufficient resources to meet the demands of the qualification |  |  |  |
| C6 | Information, advice and guidance about qualification procedures and practices provided to learners and potential learners |  |  |  |
| C7 | Learners development needs are matched against the requirements of the qualification(s) and an agreed assessment plan is established |  |  |  |
| C8 | A procedure is in place to ensure that learners have opportunities to  review their progress and goals and to revise their assessment plan accordingly |  |  |  |
| C9 | An Access to Assessment policy is in place, to ensure that learners with special educational needs, disabilities or temporary injuries have their access to assessment needs met without changing the demands of the assessment |  |  |  |
| C10 | Access to Assessment is encouraged through the use of a range of valid assessment methods |  |  |  |
| C11 | Any further requirements listed in the relevant qualification handbook(s) that are not addressed in the application forms are met |  |  |  |