

Application for Centre Approval Approval Visit Report



Section 1: Centre Details

Centre Number:

Centre Name:

Centre Address:

Head of Centre:

Email Address:

Telephone Number:

Qualification Contact:

Email Address:

Telephone Number:

Examinations Officer:

Email Address:

Telephone number:

Visit: (Initial or follow up)

Visit Date:

Visit Duration:

NCFE Contacts

Centre Support Assistant:

Name:

Email:

Telephone

Business Development Manager:

Name:

Email:

Telephone

Business Development Officer:

Name:

Email:

Telephone

Approval Advisor:

Name:

Email:

Telephone

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Section 2: Approval Criteria

To gain approval to offer an NCFE qualification or award you must meet the approval criteria detailed in the tables below. NCFE will review the evidence in support of the approval criteria during the approval visit.

Please note: NCFE recognises that it may not be possible to evidence all criteria on the visit. In cases such as these the Approval Advisor will need to see evidence of how the centre will meet the criteria in the future, such as how they plan to assess or internally moderate/verify. We ask that you use your judgement based on their proposed procedures.

For Information: Section 2: Approval Criteria is to be graded using the 5 point scale described below. The statements identify the systems/evidence centres have in place for the delivery, assessment and moderation/verification of this qualification. Any actions identified will be highlighted in Section 3 of the report.

1 = Excellent (no action required)

2 = Above average (modifications suggested)

3 = Partially meets requirements (action required)

4 = Unsatisfactory (immediate action required)

N/A = Not applicable

Management Systems

		1	2	3	4	N/A
1.1	The centre's aims, policies and procedures in relation to the Qualification/Award(s) are supported by senior management and understood by the assessment team					
1.2	The centre's access and fair assessment policies and practices are understood and complied with by Assessors and learners					
1.3	The roles, responsibilities, authorities and accountabilities of the assessment and moderation/verification team across all assessment sites are clearly defined, allocated and understood					
1.4	There is effective communication within the assessment team and with NCFE					
1.5	NCFE is notified of any changes which may affect the centre's ability to meet NCFE's centre approval criteria					

Resources

		1	2	3	4	N/A
2.1	Assessors and Internal Moderator/Verifiers have sufficient time, resources and authority to perform their roles and responsibilities effectively					
2.2	There are sufficient competent and qualified Assessors and Internal Verifier/Moderators to meet the demand for assessment and moderation/verification activity					
2.3	A staff development programme is established for the assessment and moderation/verification team in line with identified needs					
2.4	Resource needs are effectively identified in relation to the specific programme, and resources are made available					
2.5	Equipment and accommodation used for the purposes of assessment comply with the requirements of relevant Health and Safety legislation					

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Candidate Support

		1	2	3	4	N/A
3.1	Information, advice and guidance about programme procedures and practices are provided to learners and potential learners					
3.2	Learners' development needs are matched against the requirements of the programme and an agreed individual assessment plan is established					
3.3	Learners have regular opportunities to review their progress and goals and to revise their assessment plan accordingly to meet their target Qualification/Award.					
3.4	Particular assessment requirements of candidates are identified and met where possible					
3.5	There is an established appeals procedure which is documented and made available to all learners					

Assessment and Moderation/Verification

		1	2	3	4	N/A
4.1	Queries about the Qualification/Award Specification, assessment guidance or related NCFE materials are resolved and recorded					
4.2	Requests are complied with from NCFE or qualifications regulators for access to premises, records, information, learners and staff for the purpose of external moderation/verification or other monitoring activities					
4.3	Access to assessment is encouraged through the use of a range of valid assessment methods					
4.4	Internal moderation/verification procedures and activities are clearly documented, consistent with national requirements and ensure the quality and consistency of assessment					
4.5	Assessment decisions and practices are regularly sampled and findings are acted upon to ensure consistency and fairness					
4.6	Assessment is conducted by qualified and occupationally expert staff					
4.7	Internal moderation/verification is conducted by appropriately qualified and experienced staff					
4.8	The external assessment process is carried out in accordance with NCFE's Regulations for the Conduct of External Assessment					
4.9	Unless a learner chooses not to have a unique learner number (ULN), arrangements are in place to obtain the ULN and learner record on behalf of the learner					
4.10	Where learner consent is given, uses access to the record of the learner's previous achievements in their learner record to ensure that opportunities for credit transfer and exemptions are maximised					

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Records

		1	2	3	4	N/A
5.1	Information supplied to NCFE for the purposes of registration and certification is complete and accurate					
5.2	Learner records and details of achievements are accurate, kept up to date and securely stored in line with NCFE's requirements and are available for external moderation/verification and auditing					
5.3	Unit certification is made available to candidates					
5.4	Records of internal moderation/verification activity are maintained in line with NCFE's requirements and are made available for the purposes of auditing					
5.5	The effectiveness of the internal moderation/ verification strategy is reviewed against national requirements and corrective measures are implemented					
5.6	The centre's achievements are evaluated and reviewed and used to inform future centre programme developmental activity					
5.7	Learner, Employer (NVQs only) and other feedback is used to evaluate the quality and effectiveness of programme provision against the centre's stated aims and policies, leading to continuous improvement					
5.8	Actions identified by external moderation/verification visits are disseminated to appropriate staff and corrective measures are implemented					
5.9	Information and recording systems enable learners' achievements to be monitored and reviewed in relation to the centre's equal opportunities policy					
5.10	Has the staff, resources and system necessary to support the assessment of units and the award					
5.11	Has the staff, resources and systems necessary to support the accumulation and transfer of credits, the recording of exemptions and recognition of prior learning if applicable					
5.12	Candidate personal data is collected and held in accordance with the Data Protection Legislation, including the Data Protection Act 1998 with the consent of the candidate					

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Section 3: Action Plan for Centre

Issue:	Management Systems	Reference:	
Action Required:			
By Whom & When:			
Issue:	Resources	Reference:	
Action Required:			
By Whom & When:			
Issue:	Candidate Support	Reference:	
Action Required:			
By Whom & When:			
Issue:	Assessment and Internal Moderation/Verification	Reference:	
Action Required:			
By Whom & When:			
Issue:	Records	Reference:	
Action Required:			
By Whom & When:			

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Section 4: Action by Approval Advisor/NCFE

	Action Required	By When
Approval Advisor		
NCFE		

Can the centre be approved to offer NCFE qualification(s)? Yes/No

Is the approval conditional? If yes explain the reasons why?

If no, explain the reasons why?

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Section 5: Additional Information Sheet

Please use the space below for any further comments you wish to make for the centre ie any good practice being displayed by the centre

Course Organisation/Management

Assessment Methods

Internal Moderation/Verification

Any additional comments