

Approval Visit Report

Section 1: Visit Details

1.1 Centre/site details

Centre/site name:

VTCT number (if known):

1.2 Centre/site contact for visit

Name:	Job title:
Telephone:	Email:

1.3 Visit details

EQA name:

Date of visit:

Type of visit:

Centre Approval

Site Approval

Sector Approval

Address visited:

1.4 Updates/changes

Have there been any changes since the application was submitted (staff or otherwise)?

Section 2: Management systems

Sections 2-5 are graded using the system set out below:

N/A = Not Applicable

1 = Excellent (no action needed)

2 = Requirements met (optional recommendations for change given)

3 = Minor actions needed (these will not hold up approval and will be followed up after approval)

4 = Major actions needed (these will need to be completed before approval can be given)

Criteria	N/A	1	2	3	4
2.1 Actions are disseminated to appropriate staff and corrective measures are implemented.					
2.2 The centre has policies and procedures in place to ensure appropriate advice and guidance on key aspects of the centre (Appeals, Complaints, Equality & Diversity, Health & Safety, Malpractice and Maladministration, Quality Assurance).					
2.3 The centre has defined and agreed responsibilities, authorities and accountabilities for the qualification delivery team (e.g. team of Assessors and Internal Quality Assurers)					
2.4 There is effective communication within the assessment team and with VTCT.					
2.5 The centre has clearly defined the roles and responsibilities that are to be fulfilled by any sub-contracting arrangements.					
2.6 The centre has public liability insurance in place.					
2.7 Resources, equipment and facilities are identified and provided to comply with the requirements of qualification delivery					
2.8 The centre meets and adheres to relevant health and safety legislation requirements.					
2.9 Adequate time is planned to meet the requirements for delivery of qualification(s).					
2.10 A staff development programme is established for the qualification delivery team in accordance with identified needs.					
2.11 The centre will comply with VTCT's requirements for registering and certificating learners (as stated in the Centre Handbook).					
2.12 Records are maintained in accordance with VTCT's requirements (as stated in the Centre Handbook) and are made available upon request for the purposes of auditing.					
2.13 The centre will monitor and review its approach to qualification delivery to inform future activity.					

EQA notes

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Actions required or recommendations in relation to management systems criteria

Ref.	Action/ recommendation	Detail	Deadline date

Section 3: Qualification delivery arrangements

Criteria	N/A	1	2	3	4
3.1 The centre complies with requests for access to premises, records, information, learners and staff for the purpose of external quality assurance.					
3.2 The centre has sufficient appropriately qualified and occupationally competent staff (e.g. Assessors and IQAs) as required to deliver the qualification.					
3.3 Where appropriate, access to assessment is encouraged through the use of a range of valid assessment methods.					
3.4 Adequate procedures are in place for liaising with and ensuring consistency across, the Qualification delivery team (e.g. team of assessors and IQA team), including any associated sites (i.e. standardisation activities).					
3.5 Necessary procedures and activities for qualification delivery are planned and recorded, and findings are acted upon to ensure quality and consistency.					
3.6 Potential and actual conflicts of interest (e.g. assessing a family member or IQAs signing off their own assessments) are identified, recorded and mitigated.					
3.7 Where appropriate, the centre has procedures and records to support Recognition of Prior Learning (RPL), Equivalence or Exemption.					

Section 4: Delivery of external assessment

Criteria	N/A	1	2	3	4
4.1 External assessment is conducted in accordance with VTCT's or JCQ's Instructions for Conducting Examinations.					
4.2 Examination papers and assessment are securely stored and managed in accordance with VTCT's requirements.					
4.3 The centre has processes in place to notify VTCT when there has been a loss or theft of, or a breach of confidentiality in, any assessment materials by the Centre or learners.					

EQA notes

Actions required or recommendations in relation to delivery of external assessment criteria

Ref.	Action/recommendation	Detail	Deadline date

Section 5: Learner experience

Criteria	N/A	1	2	3	4
5.1 Plans are in place for learners to receive an induction which provides information, advice and guidance about qualification procedures and practices.					
5.2 There is an established appeals and complaints procedure that is documented and made available to all learners.					
5.3 Plans are in place for learners to have regular opportunities to review their progress and goals and to modify their assessment plan accordingly.					
5.4 There is a process in place for particular needs of learners to be identified and met where possible, and VTCT to be notified where a reasonable adjustment is required following the published guidance.					

EQA notes

Actions required or recommendations in relation to learner experience criteria

Ref.	Action/recommendation	Detail	Deadline date

Section 7: Additional Information

Any additional comments regarding the visit

Once complete, please email this report as an attachment to the application contact and qualityassurance@vtct.org.uk.

Section 8: Centre feedback

If the centre would like to give feedback on this visit, then please email your feedback to qualityassurance@vtct.org.uk stating the subject as "Feedback on approval visit".