

SUFFOLK BROKERAGE QUALITY MONITORING REVIEW

Name of Training Organisation and name of contact person:

Address:

Tel No:

Email address:

Website address:

Date of Monitoring:

Specification Item		Details required	Response
1.	QCF Courses available	List courses delivered & Awarding Body used for each course plus Awarding Body registration numbers	

2.	Short Courses available	List courses delivered & Accreditation details plus Awarding Body registration numbers	
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3.	<p>Delivery of Programme Please note: Courses delivered solely through e-learning cannot be funded</p>	<p>List arrangements & procedures regarding delivery by assessors eg induction, taught knowledge, assessments, observations, employer contacts etc.</p>	
4.	<p>External verifier reports</p>	<p>Awarding Body Date of last reports and name of EV List any action required</p>	
5.	<p>Learner evaluations</p>	<p>Information and statistics regarding learner evaluations</p>	
6.	<p>Qualification completion and pass rates</p>	<p>Percentage evidence for courses</p>	

7.	Appropriate qualifications of trainers. Appropriate occupational experience.	List assessors with qualifications (teaching, assessing and vocational) and occupational experience (or note any changes from information previously supplied ie those who have left or been employed) Please send copies of accreditation certificates relating to Food Hygiene and First Aid.	
8.	Evidence of processes/systems in place to meet qualification timescales	Describe usual system & contacts made with learner and employer if progress is not as expected	
9.	Portfolio contents	List pro-forma used regarding training/assessment plans, reviews with learner and employer, evaluations, observation reports etc.	

Please give any further details regarding your organisation's delivery of the qualification not covered by the above.

Please return to:

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