

## CARE DEVELOPMENT EAST QUALITY MONITORING REVIEW

**Name of Training Organisation:**

**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 &<br>Accreditation details plus<br>Awarding Body registration<br>numbers |  |
|----|-------------------------|---|--|

|    |  |   |  |
|----|--|---|--|
| 3. | <p>Delivery of Programme<br/>Please note:<br/>Courses delivered solely through e-learning cannot be funded</p> | <p>List arrangements &amp; procedures regarding delivery by assessors eg induction, taught knowledge, assessments, observations, employer contacts etc.</p> |  |
| 4. | <p>External verifier reports</p>   | <p>Awarding Body<br/>Date of last reports and name of EV<br/>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.<br>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)<br><br>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:

Workforce Development Manager, Care Development East, Unit 9 Norfolk House, Williamsport Way, Lion Barn Industrial Estate, Needham Market IP6 8RW

Tel 01449 720400

Email: [info@caredevelopmenteast.co.uk](mailto:info@caredevelopmenteast.co.uk)