

**Centre Number:** 07687  
**Centre Name:** ALLANFEARN CONSULTANCY, CONFERENCING AND TRAINING LTD  
**EV Number:** 904756  
**EV Name:** MRS L MACARTHUR  
**Sampling Method:** Visit  
**Visit/Sampling Date:** 10/03/09  
**Duration of visit/sampling (hours):** 8  
**Number of assessment site:** 1  
**Assessment site visited:** BOURNE COURT

**Records required prior to the sampling were forwarded to EV by the centre as specified in the VRP:** Yes

**Programmes**

Programme Number	Level	Programme Name	Visit No.	No. of Candidates Registered	No. of Active Candidates	No. being Sampled	Candidates Interviewed	Candidates Observed	Sanction	Direct Claim Status
Q5000150	2	HEALTH AND SOCIAL CARE	2	23	21	7	Yes	Yes	1	YES

	Criterion	Sanction Ref	Yes/ No
1	MANAGEMENT SYSTEMS		
1.0a	The centre's aims and policies in relation to NVQs are supported by senior management.	1.1	Yes
1.0b	The centre's aims and policies in relation to NVQs are understood by the assessment team.	1.1	Yes
1.1	The centre's policies, procedures and practices ensure fair assessment for all candidates.		Yes
1.2a	The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are clearly defined and allocated.	1.1	Yes
1.2b	The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are understood	1.1	Yes
1.3	There is effective communication within the assessment team and with Edexcel.	1.3	Yes
1.4	Edexcel is notified of any changes which may affect the centre's ability to meet the approved centre criteria.	1.11	Yes
1.5	Assessors and verifiers have sufficient time, resources and authority to perform their roles and responsibilities effectively.	2.1	Yes
1.6	Information supplied to Edexcel for the purposes of registration and certification is complete and accurate.		Yes
1.7	Queries about the qualification specification, assessment guidance or related awarding body material are resolved and recorded.		Yes
1.8	Candidate records of assessment are accurate, authentic, up to date, securely stored in line with Edexcel requirements and made available for external verification and auditing.		Yes
1.9	Requests are complied with for access to premises, records, information, candidates and staff for the purpose of external verification.	3B.3	Yes
2	RESOURCES		
2.0	There are sufficient competent and qualified assessors and internal verifiers to meet the demand for assessment and verification activity.		Yes
2.1	A staff development programme is established for the assessment and verification team to support identified needs.	1.6	Yes
2.2a	Resource needs are accurately identified in relation to the specific award.	0	Yes
2.2b	Resource needs identified are made available.	0	Yes
2.3	The centre has a process for ensuring that equipment and accommodation used for the purposes of assessment comply with the requirements of relevant health and safety acts.	1.4	Yes
3	CANDIDATE SUPPORT		
3.0	Information, advice and guidance about qualification procedures and practices are provided to candidates and potential candidates.		Yes
3.1	Candidates' development needs are matched against the requirements of the award and an agreed individual development/action plan is established.		Yes
3.2	Candidates have regular opportunities to review their progress and goals and to revise their assessment plan accordingly.		Yes
3.3	Access to assessment is encouraged through the use of a range of valid assessment methods.		Yes
3.4	Particular assessment requirements of candidates are identified and met where possible.		Yes
3.5	There is an established appeals procedure which is documented and given to all candidates.		Yes
3.6	Unit certification is explained to and made available to candidates.	1.12	Yes
4	ASSESSMENT and VERIFICATION		
4.0a	Internal verification procedures and activities are clearly documented.	1.2	Yes
4.0b	Internal verification procedures and activities are consistent with national requirements including assessment strategy and ensure quality and consistency	1.2	Yes
4.1a	Assessment practice and decisions are systematically and regularly sampled.		Yes
4.1b	Results of sampling are acted upon as part of internal quality assurance processes.		Yes
4.2a	Records of internal verification activity are maintained in line with Edexcel requirements.		Yes
4.2b	Records are made available for the purposes of auditing.		Yes
4.3a	The effectiveness of the internal verification strategy is reviewed against national requirements including Joint Awarding Body Guidance on Internal Verification.	1.13	Yes
4.3b	Corrective measures identified as to the effectiveness of the internal verification strategy are implemented.	1.13	No
4.4	Assessment is carried out by occupationally competent, accredited staff.		Yes
4.5	Internal verification is conducted by appropriately qualified and experienced staff.	2.5	Yes
5	RECORDS		
5.0	The centre's achievements are monitored and reviewed and used to inform future centre qualification developmental activity.	1.13	Yes
5.1	Candidate, employer and other feedback is used to evaluate the quality and effectiveness of qualification provision against the centre's stated aims and policies leading to continuous improvement.	1.13	Yes
5.2	Actions identified by external verification visits are disseminated to appropriate staff and corrective measures are implemented.		Yes
5.3	Candidate achievement and assessment outcomes are monitored and reviewed in relation to the centre's equal opportunities policy.	3B.5	Yes

Direct Claim Status

Prog No	Level	Programme Name	Yes/No	Certification Override	Sanction Level	Sanction Level Override
Q5000150	2	HEALTH AND SOCIAL CARE	YES		1	

Actions for centre

Criterion Reference	Action	Target Date
4.3b	Internal verification is to be revised in order to integrate a 'risk assessment' approach so that it is varied dependant upon the assessment and subsequent findings.	10/04/09

Action points from previous report(s)

Criterion Reference	Action	Target Date
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**Sampling Assessment Decisions**

<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC 21	<b>Candidate Name:</b> CHRISTINE WARD	<b>Assessor Name:</b> ANNABEL FARRELL
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? No <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> 30/01/09 <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			
<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC 21	<b>Candidate Name:</b> DOREEN SUMNER	<b>Assessor Name:</b> SUE LIVINGSTONE
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? No <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			
<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC 213	<b>Candidate Name:</b> TEREASA DYKE	<b>Assessor Name:</b> SUE LIVINGSTONE
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? Yes <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			
<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC 213	<b>Candidate Name:</b> VIKKI CARDEN	<b>Assessor Name:</b> SUE LIVINGSTONE
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? Yes <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> 25/02/09 <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			
<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC 23	<b>Candidate Name:</b> DOREEN SUMNER	<b>Assessor Name:</b> SUE LIVINGSTONE
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? No <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			
<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC22	<b>Candidate Name:</b> NADINE THAEMER	<b>Assessor Name:</b> ANNABEL FARRELL
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? No <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			
<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> HSC24	<b>Candidate Name:</b> LINDA LYMATH	<b>Assessor Name:</b> ANNABEL FARRELL
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS):</b> Valid? Yes    Authentic? Yes    Current? Yes    Reliable? Yes    Sufficient? No <b>Is the assessor accredited?</b> Yes    If 'no', is decision confirmed by an accredited assessor? <b>Is there an assessor report on file?</b> <b>IV Sample Date:</b> 07/03/09 <b>Is IV accredited?</b> Yes <b>If 'no', is decision confirmed by an accredited IV?</b> <b>Assessment decision confirmed?</b> Yes			

<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> hsc 218	<b>Candidate Name:</b> ELIZABETH BUTCHER	<b>Assessor Name:</b> SUE LIVINGSTONE
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS): Valid?</b> Yes		<b>Authentic?</b> Yes	<b>Current?</b> Yes
<b>Is the assessor accredited?</b> Yes		<b>If 'no', is decision confirmed by an accredited assessor?</b>	
<b>Is there an assessor report on file?</b>		<b>IV Sample Date:</b>	<b>Is IV accredited?</b> Yes
<b>If 'no', is decision confirmed by an accredited IV?</b>		<b>Assessment decision confirmed?</b> Yes	

<b>Programme:</b> Q5000150	<b>Unit Sampled:</b> hsc23	<b>Candidate Name:</b> CATHELEN LODGE	<b>Assessor Name:</b> ANNABEL FARRELL
<b>Assessment Planning</b>			
<b>Is the evidence (VARCS): Valid?</b> Yes		<b>Authentic?</b> Yes	<b>Current?</b> Yes
<b>Is the assessor accredited?</b> Yes		<b>If 'no', is decision confirmed by an accredited assessor?</b>	
<b>Is there an assessor report on file?</b>		<b>IV Sample Date:</b> 07/03/09	<b>Is IV accredited?</b> Yes
<b>If 'no', is decision confirmed by an accredited IV?</b>		<b>Assessment decision confirmed?</b> Yes	



Actions needed by External Verifier

Action	Target Date
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Additional Comments

**Management System:**

The management are very involved in the centre running and are fully committed to quality

**Resource:**

The centre is adequately resourced and a staff increase is imminent with peripatetic staff available

**Candidate Support:**

Both candidates interviewed today are very happy with the support they are being given

**Assessment and Certification:**

We discussed a broader brush approach to assessment today, particularly with regard to the optional units and this is to be incorporated. Verification is to now include risk assessment so that it can be varied more in order to be more flexible.

**Records:**

There is a clear audit trail to evidence and the records are well kept

**Review:**

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**Areas of good practice:**

There is good attention to assessment planning/feedback by the IV. The team are all very keen to embrace anything that will improve their systems

**Candidate support review completed:** Yes

**At the centre, action points were discussed and agreed with...**

**Name:** SUE LIVINGSTONE

**Position:** CENTRE MANAGER

**Are systems in place to make sure that mistaken or fraudulent claims for certification are not made and the 10 week rule is fully understood and followed?**

Yes

**Staff seen on visit:**

GEORGE LIVINGSTONE, ASSESSOR AND MD, SUE LIVINGSTONE, CENTRE MANAGER, ASSESSOR AND VERIFIER, SINEAD O CONNOR IV, ANNABELLE FARRELL ASSESSOR

**Next visit Date:**