

Application for Centre Approval

Approval Advisor Visit Report

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

The Institute for Professional and Executive Development (IPED) is a private education provider that was established around five years ago. During that time they have worked with a series of partners and delivered management style programmes over various areas within three continents, namely Africa, Asia and Europe. They now intend to deliver their programmes in the United Kingdom (UK) from January 2011. These programmes which are knowledge based (not NVQs) are mostly designed in-house and at levels 4 and 5. They include Leadership & Management, Finance & Organisation, Human Resource Management, Project Management, Business Administration and Customer Service. The programmes provided by NCFE will meet their aspirations to provide Level 2 and 3 programmes.

Delivery will be by a blended learning method, administered from centres in London and Carlisle. Learners will be given a classroom based induction as well as personal stage reviews and tutorials. The main method of learning and assessment will be by distance learning (also designed in-house), with learners being supported by their allocated Assessors via online (email & a virtual learning environment) and regular telephone support. Learners also have postal access to IPED's extensive library of books and journals etc. Whilst this strategy is not yet fully live, it is backed up by comprehensive written policies and guidance. This is very impressive and appears to be well thought out.

Assessment methods

As stated above, the programme will be delivered via blended learning and learners at all levels will be provided with a great deal of support.

A number of Assessors have already been recruited, but as the popularity of the IPED programmes increase, additional Assessors will be appointed to meet demand. All of those Assessors currently employed by IPED have relevant vocational experience and hold the A1 (or equivalent) Award. The Head of Centre is aware that this level of qualification is not necessary, but he wants to ensure that learners are properly supported and assessment is done correctly and to a high standard. Moreover, all Assessors will be subject to very comprehensive assessment directions and have clear guidelines regarding CPD whilst employed by the company. Both of these areas are detailed in policy and procedures documentation. This is very good practice.

Internal moderation/verification

In the first instance, Internal Moderation will be conducted by a small group of identified employees who are vocationally competent and hold either the V1 or equivalent Award. Again, whilst this level of qualification is not absolutely necessary for the NCFE programmes the Head of Centre has decided to adopt this as the minimum standard, at least until the programmes are firmly established. As with the Assessors, there are similar directions for the Internal Moderators including sampling strategies and guidelines on CPD. Yet again this can only be described as very good practice.

Any additional comments

The Executive Team at IPED have undertaken a great deal of work to prepare for their launch in the UK. From the wealth of comprehensive relevant policy and procedure documents, it is clear that this team have a great deal of experience in the education environment. They have however not worked with a UK Awarding Organisation, but easily met most of the NCFE approval criteria from their existing processes. Where there were gaps and there were few, the Head of Centre listened carefully to the requirements and created additional policy and procedure documents. These were forwarded to the Approval Advisor before the report was submitted. Such prompt action clearly demonstrates the commitment of this centre and the determination of the Head of Centre to get this absolutely right.

Assessors and Internal Moderators are well qualified, provided with a clear operating framework and supported by a very experienced Head of Centre. This indicates that learners will be properly supported to maximise their learning experience. In light of these findings, the Approval Advisor is more than satisfied that this Centre should be given unconditional NCFE approved centre status.

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Section 4: Action by Approval Advisor/NCFE

	Action Required	By When
Approval Advisor	To be available for advice and guidance as required by the newly Approved Centre.	Until the External Moderator is appointed.
NCFE	None.	

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

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

Conditional approval is unnecessary in this instance. The centre has met or demonstrated the potential to meet all of the required centre approval quality control systems. Consequently, the Approval Advisor recommends that this centre be given unconditional centre approval.

The Head of Centre understands that if, in the future, he wishes to deliver different NCFE qualifications he must seek authorisation from NCFE.

If no, explain the reasons why?

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Section 3: Action Plan for Centre

Issue:	Management Systems	Reference:	
Action Required:	None required		
By Whom & When:			
Issue:	Resources	Reference:	
Action Required:	None required		
By Whom & When:			
Issue:	Candidate Support	Reference:	
Action Required:	None required		
By Whom & When:			
Issue:	Assessment and Internal Moderation/Verification	Reference:	
Action Required:	None required		
By Whom & When:			
Issue:	Records	Reference:	
Action Required:	None required		
By Whom & When:			

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Candidate Support

		1	2	3	4	5
3.1	Information, advice and guidance about programme procedures and practices are provided to candidates and potential candidates	✓				
3.2	Candidates' development needs are matched against the requirements of the programme and an agreed individual assessment plan is established	✓				
3.3	Candidates have regular opportunities to review their progress and goals and to revise their assessment plan accordingly	✓				
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 candidates	✓				

Assessment and Moderation/Verification

		1	2	3	4	5
4.1	Queries about the Qualification or Award Specification, assessment guidance or related NCFE materials are resolved and recorded	✓				
4.2	Requests are complied with for access to premises, records, information, candidates and staff for the purpose of external moderation/verification	✓				
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	Arrangements in place to obtain on behalf of the learner a unique learner number and access to learners previous achievement to ensure that opportunities for credit transfer and exemption are maximised	✓				

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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)

5 = Not applicable

Management Systems

		1	2	3	4	5
1.1	The centre's aims, policies and procedures 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 candidates	✓				
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 the approved centre criteria	✓				

Resources

		1	2	3	4	5
2.1	Assessors and Internal Moderator/Verifier have sufficient time, resources and authority to perform their roles and responsibilities effectively	✓				
2.2	There are sufficient competent and qualified Assessors and Internal Verifiers/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	✓				

Wednesday, 19 January 2011

[REDACTED]
Head of Centre
IPED UK
Pacific House
Park House
CARLISLE
CA3 0LJ

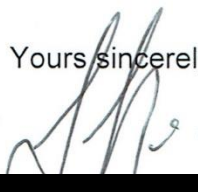
Dear [REDACTED]

I can confirm that IPED UK was granted Centre Approval by NCFE on the 21 December 2010.

As part of your approval request we approved IPED UK to deliver the following programmes as part of the Business and Administration group:

501/0874/8 - NCFE LEVEL 2 NVQ AWARD IN BUSINESS AND ADMINISTRATION
501/0464/0 - NCFE LEVEL 3 NVQ DIPLOMA IN BUSINESS AND ADMINISTRATION
501/0416/0 - NCFE LEVEL 1 NVQ AWARD IN BUSINESS AND ADMINISTRATION
501/0854/2 - NCFE LEVEL 4 NVQ DIPLOMA IN BUSINESS AND ADMINISTRATION
501/1233/8 - NCFE LEVEL 3 CERTIFICATE IN PRINCIPLES OF BUSINESS AND ADMINISTRATION
501/0150/X - NCFE LEVEL 2 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION
501/0853/0 - NCFE LEVEL 4 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION
501/0152/3 - NCFE LEVEL 1 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION
501/1224/7 - NCFE LEVEL 2 CERTIFICATE IN PRINCIPLES OF BUSINESS AND ADMINISTRATION
501/0875/X - NCFE LEVEL 3 NVQ CERTIFICATE IN BUSINESS AND ADMINISTRATION
501/0874/8 - NCFE LEVEL 2 NVQ AWARD IN BUSINESS AND ADMINISTRATION
501/0151/1 - NCFE LEVEL 2 NVQ DIPLOMA IN BUSINESS AND ADMINISTRATION

Yours sincerely,


[REDACTED]
NCFE Centre Support Assistant
ENC

[REDACTED]
Head of Centre
IPED UK
Pacific House
Park House
CARLISLE
CA3 0LJ

10 October 2011

Dear [REDACTED]

Re: Partnership Opportunity - The OLASS Regional Tendering Project

You may be aware that the OLASS tender for provision in 10 regions is now available on the SFA e-portal. Each region is different and collaboration in delivering OLASS provision is actively encouraged.

NCFE won't be bidding directly for this work, but we're keen to support our customers by leveraging our experience in providing qualifications and assessments which support the delivery of learning solutions for inmates in both Adult Prisons and Young Offenders Institutions.

With one of the largest portfolios of qualifications and units in the UK, supported by an unrivalled track record in flexible service excellence and innovative Moderation solutions, I'd welcome the opportunity of having an initial discussion with you to explore how NCFE can add value to your bid and delivery, if you're considering tendering for this work.

If you're keen to investigate this opportunity further, please contact Gail Rochester, your local Business Development Manager, who'll arrange a meeting.

Private Training Providers (North)

[REDACTED]

We look forward to hearing from you.

Yours Faithfully



David Grailey
Chief Executive