

DESKTOP REVIEW REPORT

CENTRE DETAILS

Centre Name:	NOTTINGHAM GIRLS' ACADEMY
Centre Number:	28258
Principal/Head:	MR PETER HOLYK
Centre Email:	pholyk@nottinghamgirlsacademy.org
Quality Nominee:	RIZWAN AHMAD
Quality Nominee Email:	rahmad@nottinghamgirlsacademy.org
Quality Nominee Telephone:	0115 748 3410
Centre Type:	School
Centre Quality Reviewer Number:	MRS H GRAHAM
AA Number:	909212
Date and Time Review Started:	11/02/2018 10:55
Date and Time Review Completed:	11/02/2018 12:15
Who was the Review With?:	Rizwan Ahmad
Is this Centre in its first year of delivery?:	No
Number of Subsites at Centre:	0
Are there any collaborative, partnership or consortia arrangements recognised by the Edexcel System?:	No
Does the centre operate any overseas provision?:	No

If collaborative, partnership, consortia or overseas agreements exist, please provide details:

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DESKTOP REVIEW REPORT

Centre Check List

QO.01: Centre Management Systems (BLOCK)

Evidence Checklist:	Yes/No
1. The centre has approval for all programmes prior to delivery, including any consortia/ collaborative delivery.	Yes
2. The centre continues to meet all Qualification Approval criteria for each qualification with active registrations.	Yes
3. The centre has key systems in place that meet with Pearson requirements as set out in the Quality Management Review Handbook	Yes
4. Is the centre working with other providers to deliver/assess/internally verify BTEC qualification	No
5. Key policies are in place for managing the delivery and access of BTEC qualifications for learners, which are updated on an annual basis	Yes
6. BTEC staff, learners and other stakeholders are correctly informed of all aspects of BTEC programmes	Yes
7. The centre has adequate provision of safe appropriate resources, including vocationally competent staff; to meet the needs of the curriculum and current learner volumes.	Yes
8. The centre is offering BTEC Technical Qualifications at L2 and L3	No

DESKTOP REVIEW REPORT

QO.3: Approvals, Learner registration & certification (BLOCK)

Evidence checklist:	Yes/No
1. The centre has a policy and procedure for learner registration to ensure accurate and timely registrations.	Yes
2. The centre has a procedure in place for registration for any BTEC external assessment, including resits, which meets JCQ and ICE requirements, for safe storage and sitting examinations.	Yes
3. The centre has a policy for certification / Claims	Yes
4. The centre has made late registrations/ certification appeals in the last 2 years	No
5. The centre has made certificate amendment appeals in the last 2 years.	No

DESKTOP REVIEW REPORT

QO.4: Annual Programme Evaluation & Review (BLOCK)

Evidence checklist:	Yes/No
1. The centre has a registered Quality Nominee who is responsible for leading BTEC programmes and a senior staff member to lead on review and evaluation of BTEC programmes.	Yes
2. The centre has completed an Annual Review and Evaluation of BTEC programmes	Yes
3. The centre has uploaded the Centre Engagement Document to EOL and Section B: Centre Recognition & Qualification Approvals Re-Declaration, has been signed by Head of Centre	Yes
4. Actions from last QMR report have either been completed or progress made.	Yes
5. The centre is offering L2 and L3 BTEC Technical Qualifications	No

DESKTOP REVIEW REPORT

QO.9: Standards of Internal & External Assessment (BLOCK)

Evidence checklist:	Yes/No
1. The centre has an assessment and internal verification policy in place.	Yes
2. Lead IV registration has been completed for ALL principal subject areas	Yes
3. NQF Standardisation activities have been completed by ALL Lead Internal Verifiers and assessors for each principal subject areas	Yes
4. The Centre maintains accurate and up to date records of learner achievement for each principal subject area, which are kept for a minimum of 3 years after certification	Yes
5. The centre delivers and monitors an internal verification process to inform and record assessment outcomes for each principal subject area. This meets pearson requirements and is retained for a period of 3 years following certification.	Yes

DESKTOP REVIEW REPORT

Centre Declaration	
I confirm that the information recorded in this checklist is accurate at the time of completion and is an accurate reflection of the BTEC provision and quality assurance conducted at the centre. I understand that failure to disclose accurate and up- to- date information may constitute a breach of Pearson Terms & Conditions which may lead to removal of approval. due to a breach of Pearson Terms & Conditions.	
Print Name:	Rizwan Ahmad
Position in organisation:	Deputy Principal
Email signature:	rahmad@nottinghamgirlsacademy.org

Centre Quality Reviewer Check List

Q01: Centre Management Systems (BLOCK)

Centre must have in place administrative systems, policies and procedures to ensure that there is effective management of the delivery and assessment of qualifications, ensuring that:

- Qualification approvals are accurate and timely and reflective of a centre delivery
- The centre continues to meet all Qualification Approval criteria for each qualification
- Adequate records are maintained to meet Pearson requirements and made available to Pearson representatives, as required

Please indicate if the centre is meeting the requirements of each quality measure identified below:	Meeting Requirements
Measures:	Yes/No
1.1 Ensure approval is authorised prior to the commencement of any qualification, including consortia collaborative arrangements and have a procedure in place for informing Pearson of any changes to approval criteria.	Yes

DESKTOP REVIEW REPORT

<p>1.2 Identify a range of key quality systems that meet with Pearson and other regulatory requirements and are:</p> <ul style="list-style-type: none"> • Supported by policies and procedures that are annually reviewed • Appropriate to centre size and the qualification requirements • Supported by senior managers and implemented by programme teams • Provided with adequate job descriptions and a centre organisation chart • Able to ensure arrangements for consortium and collaborative agreements with other providers or organisations and for distance learning are appropriately recorded on Pearson systems • Ensure that the centre does not provide BTEC provision outside of the UK without a specific Pearson approval 	<p>Yes</p>
<p>1.3 have policies and procedures for managing:</p> <ul style="list-style-type: none"> • equality, diversity safeguarding, and health & safety • arrangements for consortium and collaborative agreements with other sites or organisations and for distance learning being appropriately recorded on Pearson systems • special consideration & reasonable adjustment • recognition of prior learning and the way this informs learner assessment • the managing of the provision and learning experience of all levels BTEC provision • centre and individual learner involvement with employers [2] • the identification and investigation of learner and staff malpractice, including how to report this to the relevant awarding organisation 	<p>Yes</p>
<p>1.4 have an adequate provision of safe and appropriate physical resources, including appropriately qualified and vocationally competent staff, that are sufficient for the:</p> <ul style="list-style-type: none"> • needs of the curriculum and current learner volumes, together with a planning capability to review resource needs as provision increases • conduct of all internal and external assessment • appropriate and fair access of all learners regardless of ability or disability. 	<p>Yes</p>

DESKTOP REVIEW REPORT

1.5 provide effective internal and external communications to ensure that staff, learners and other stakeholders are correctly informed about all relevant aspects of BTEC programmes.	Yes
Adequacy of Objective	
Sufficient quality processes are in place and effective	
Justification	

QO.3: Learner registration & certification (BLOCK)

Administrative processes and procedures must ensure that all registrations and certificate claims are:

- Accurate and timely
- Recorded, stored and auditable
- Reflective of a learner's programme of study and level of achievement
- Where any registration or certificate claim is found to be inaccurate or unsafe, this will be reported to Pearson

Please indicate if the centre is meeting the requirements of each quality measure identified below:	Meeting Requirements
Measures:	Yes/No
3.1 have appropriate operational and monitored procedures for the timely and accurate registration of learners on all BTEC provision at the centre, with a checking process of the accuracy of each registration and the identity of each learner.	Yes

DESKTOP REVIEW REPORT

3.2 have a procedure for registering learners for any BTEC externally set assessment. This procedure will take account of any re-assessment regulations currently in force.	Yes
3.3 check the maintenance of accurate and current records of attendance for every learner, whilst they are registered learners at the centre.	Yes
3.4 ensure timely and accurate certification claims, verified against assessment records. This will include the provision of unit certification as appropriate. Certificates received will be checked against assessment records, prior to issue.	Yes
3.5 have procedures to verify the accuracy of learner registrations and certifications and to identify and report any inaccurate,late or potentially false registrations or certification claims, via centre senior management, to Pearson	Yes

Adequacy of Objective
Sufficient quality processes are in place and effective
Justification

DESKTOP REVIEW REPORT

QO.4: Annual Programme Evaluation & Review (BLOCK)

Effective continuous improvement systems are in place and operational for the cyclical review, evaluation and improvement of programme delivery and assessment that involves:

- Delivery and assessment staff
- Senior management
- Learners.

The centre needs to assure and annually confirm that programmes continue to meet our centre and qualification approval criteria and quality requirements.

Please indicate if the centre is meeting the requirements of each quality measure identified below:	Meeting Requirements
Measures:	Yes/No
4.1 identify senior staff to lead on quality review and improvement processes.	Yes
4.2 have a cycle of programme review and evaluation to assure the quality of the learning experience and the internal and any external assessments for each BTEC programme.	Yes
4.3 consult with learners, staff and other stakeholders as part of all programme review processes to inform how the programme has positively impacted upon the learner experience	Yes

DESKTOP REVIEW REPORT

4.4 demonstrate that the outcomes of review process: <ul style="list-style-type: none"> • inform change • drive continuous improvement • ensure that all learning and assessment provision remains effective and fit for purpose • provide confirmation that centre procedures to track centre employer involvement have been monitored and verified; and that employer involvement records for individual learners have been accurately maintained 	Yes
4.5 demonstrate continuous compliance with Pearson centre recognition and qualification approval criteria and quality requirements as part of the annual evaluation and review process.	Yes

Adequacy of Objective
Sufficient quality processes are in place and effective
Justification

QO.9: Standards of Internal & External Assessment (BLOCK)

Provide appropriate processes to accurately manage internal and external verification, and the conduct of any external assessments by:

- Following Pearson regulations and requirements
- Utilising available standardisation materials to standardise all assessors and internal verifiers
- Using the outcomes of internal verification and Pearson Standards Verification and Quality Monitoring Review to improve assessment and internal verification standards

Please indicate if the centre is meeting the requirements of each quality measure identified below:	Meeting Requirements
Measures:	Yes/No

DESKTOP REVIEW REPORT

<p>9.1 appropriately register and accredit a Lead Internal Verifier for each sector as required, and who:</p> <ul style="list-style-type: none">• understands their responsibilities regarding internal standardisation of assignments and assessed learner work.• assures assessment standards amongst all assessors and internal verifiers.• provides the required internal standardisation training for teaching staff.	Yes
<p>9.2 deliver an internal verification process that is compliant with Pearson and regulatory requirements by ensuring:</p> <ul style="list-style-type: none">• an appropriate planning schedule that assures (i) all assignment briefs are internally verified annually, and (ii) sufficient samples of learner work will touch all assessors and all taught unit assessment criteria annually• a record of verification outcomes is maintained• a process to deal with inaccuracies and weaknesses in assessment identified by internal verification, or by Pearson quality processes.• the centre will have cover for absence and succession plans in place for Lead Internal Verifiers	Yes
<p>9.3 maintain accurate and up to date records of learner assessment tracking and achievement in order to support the accurate sign off of learner achievement and certification claims.</p>	Yes

DESKTOP REVIEW REPORT

9.4 facilitate the conduct of both remote and face to face Standards Verification by provision of timely samples of learner work, and responses to requests made for additional information, additional sampling material, or further Pearson investigation.	Yes
9.5 ensure that correct centre and learner preparation is undertaken for both internally or externally set assessments. This will include both registering requirements and the provision of resource and facilities for the conduct of the assessment.	Yes

Adequacy of Objective
Sufficient quality processes are in place and effective
Justification

Centre Development Plan

Re-Declaration
Centre Recognition Re-Declaration: Yes <div>The Centre Recognition Re-Declaration has been completed and signed by the Principal.</div>
A new Principal in post - David Turngate A new Quality Nominee in post - Rizwan Ahmad The Centre details have been updated.
Qualification approvals Re-Declaration: Yes <div>The Qualification Approvals Re-Declaration has been completed and signed by the Principal.</div> <div>No changes since 2016/17</div>