

# EQA Annual Monitoring Form



## Section 1 -

EQA ID:

Centre Name and Number:

Review Date:

## Section 2 – Centre Details

Main Address:

Centre Liaison:

## Section 3 – Centre Compliance

### Feedback on Compliance

**RCON 1.1 - 1.4:** Does the centre meet the constitution, leadership and management arrangements?

**RCON 2.1 - 2.7:** Does the centre have up-to-date policies and procedures?

## Section 3 – Centre Compliance

### Feedback on Compliance

**RCON 2:** Has the centre implemented their policies?

**RCON 3.1 - 3.4:** Does the centre have the required staff and resources in place?

**RCON 4.1:** Is the recognised centre accessing recent communications and resources from 1st4sport?

**RCON 4.2:** How does the centre retain learner evidence/data?

**RCON 5.3:** Does the centre monitor staff professional development?

**RCON 5.1 - 5.2:** Are the learner registrations, progress and certification in accordance with the required policies?

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## Section 3 – Centre Compliance

Provide a rationale to explain the above decisions against RCON 1 to 5

Outline the recognised centres delivery plans for the next 12 months, including anticipated requirements for EQA and Moderation activity

## Section 4 – Quality Assurance

### Feedback on Quality

**QCON 3.2:** Does the centre have an assessment strategy in place?

**QCON 3.3, 3.4, 3.5, 3.6, 3.8, 3.9:** How does the assessment strategy meet 1st4sport conditions?

**QCON 1.1:** Are staff qualified and approved by 1st4sport across their qualification provision?

**QCON 3.2:** Does the centre have an efficient induction process?

**QCON 2.4:** Does the centre allow RPL for learners on qualifications?

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## Section 4 – Quality Assurance

### Feedback on Quality

**QCON 1.1:** Does the centre upskill and induct staff on qualifications?

**QCON 4.1 - 4.3:** Does the centre have an efficient and robust internal quality assurance strategy?

**Provide a rationale to explain your above decisions against QCON 1 to 4:**

**Centre Compliance Risk Rating**

### Centre's Compliance Status

- ☐ The centre is fully compliant- No actions
- ☐ The centre is not fully compliant- Actions to be completed
- ☐ The centres status should be reviewed- registration and certification suspended

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## Section 5 - Learner Assessment

Qualifications Title(s):

Workforce Names and Roles:

Number of Learners Sampled:

Learner Details:

Tasks/ Units Sampled:

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## Section 5 – Learner Assessment

### Feedback on Assessment

**5.1: Have the assessment decisions been accurately applied?**

**5.2: Is there consistency across the assessment decisions?**

**5.3: Are the assessments valid, reliable and authentic?**

**5.4: Does the qualification remain fit for purpose?**

**Feedback on the assessment:**

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## Section 5 – Learner Assessment

Provide a rationale to explain your above decisions against 5.1 to 5.4:



## Section 6 – Internal Quality Assurance

### Feedback on Quality

6.1: Has the IQA carried out a sample on these learners?

6.2: Is there an efficient sampling plan in place?

6.3: Has the IQA given feedback to the tutor/assessors?

6.4: Is there evidence of planned standardisation which is appropriate to the organisation demographic

Feedback to the IQA

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## Section 6 – Internal Quality Assurance

Provide a rationale to explain your decisions against 6.1 to 6.4:

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## Section 7 – ICA Monitoring

### Feedback on Monitoring

**7.1: Is there evidence of the centre adhering to the ICA policy?**

**7.2: Is the ICA lead contact implementing the policy?**

**7.3: Is an appropriate sample of learner evidence being retained**

**Provide a summary against 7.1 to 7.3, regarding the centres ICA provision and their approach to adhering to the 1st4sport policy**

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## Section 7 – ICA Monitoring

Qualification Title

ICA recommended

Qualification Title

ICA recommended

Qualification Title

ICA recommended

EQA Signature

Include the RCON/QCON number and the qualification title the action relates to if multiple qualifications have been sampled:

Required Action(s)	By When	Level
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