

Section 1: Centre Details and Our Contact Details

Centre Details	
Centre Number:	8461306
Centre Name:	St Andrew's Tutorial College
Centre Address:	13 Station Road CAMBRIDGE Cambridgeshire CB1 2JB
Head of Centre	
Name:	Wayne Marshall
Email:	wayne.marshall@standrewscambridge.co.uk
Telephone:	01223323718
Review Details	
Review Date:	14 March 2023 (Remote)
Review Duration:	0.5 days
Centre Risk Status	
Status:	Low

Our Contact Details	
Quality Reviewer	
Name:	Cheryl Cameron
Email:	CherylCameron@ncfe.org.uk
Mobile:	07786471339
NCFE Contact Details	
Email:	customersupport@ncfe.org.uk
Telephone:	0191 239 8000
Website:	ncfe.org.uk

QA Groups:

Customised Qualifications

Section 2: Previous Action Plan

Has the Centre carried out the actions agreed with the Quality Reviewer regarding:

	Actions complete	Actions outstanding	No action taken	No action required
Management Systems and Administration	✓			

Feedback to the Centre

There are 2 actions to review from the first Annual Monitoring Review (AMR) for the centre:

3.1 Centre to provide copies of the following mandatory policies and procedures: • Provider Contingency and Adverse Effects (to include withdrawal of provider approval status and protection of the learners' interest in the case of such a withdrawal) • Conflicts of Interest (COI)

3.7 The centre must review our guidance and update marketing materials accordingly - <https://www.ncfe.org.uk/learning-for-work/accreditation-and-employer-services/customised-qualifications/>

Quality Reviewer (QR) liaised with Christine Brierley to plan and complete the second AMR today. The review today is taking place to review the actions as set at the previous AMR dated 3 March 2023.

Section 3: Management Systems and Administration

To continue to be approved to offer our qualifications, you must meet the criteria below.

		Yes	No	N/A
3.1	Aims, policies and procedures that are supported by senior management are in place and understood by the delivery and assessment teams	✓		
3.2	Sufficient work placements are available to learners and supporting policies and procedures are in place			✓
3.3	Recruitment and induction processes are in place for all staff involved in the qualification(s)	✓		
3.4	Processes are in place to ensure all staff are provided with accurate advice and support to enable them to identify and meet their training and development needs, via ongoing continuous professional development (CPD)	✓		
3.5	Procedures are in place to ensure effective communication and appropriate allocation of time for team meetings and standardisation activities between all staff involved in the qualification(s)	✓		
3.6	Responsibilities, authorities, and accountabilities are clearly defined, allocated and understood by all staff involved in the qualification(s)	✓		
3.7	Marketing and advertising of all qualification(s) is clear, accurate, not misleading and complies with our guidelines	✓		
3.8	Appropriate recruitment and registration processes are in place for learners	✓		
3.9	An enrolment and induction process which provides sufficient information, advice and guidance is in place for all learners	✓		
3.10	Processes are in place for the transfer of credits, the recording of exemptions and recognition of prior learning as required	✓		
3.11	Learners' development needs are matched against the requirements of the qualification, and are regularly reviewed in agreed individual assessment plans	✓		
3.12	A planned programme of delivery is in place for all active qualification(s)	✓		
3.13	Learner records and details of achievements are accurate, kept up to date and securely stored	✓		
3.14	Adequate procedures exist to ensure secure and safe storage of live and completed learner assessment records and examination materials	✓		
3.15	Adequate and compliant processes are in place for external and controlled assessment(s) which meet NCFE and JCQ requirements			✓
3.16	Processes are in place for withdrawing qualification(s) and learner(s)	✓		
3.17	Appropriate certification processes are in place for learners	✓		
3.18	Feedback is used to evaluate the quality and effectiveness of qualification(s) which leads to continuous improvement	✓		
3.19	Processes are in place to notify us of any changes that would affect the ability to maintain delivery or assessment of qualification(s)	✓		
3.20	A robust process in place to ensure that content is fit for purpose where Customised Qualifications are developed	✓		

Observations and feedback regarding management systems and administration

Narrative for the report can be taken from the AMR report completed on 3 March 2023 for criteria:

- 3.2
- 3.3
- 3.4

- 3.5
- 3.6
- 3.8
- 3.9
- 3.10
- 3.11
- 3.12
- 3.13
- 3.14
- 3.15
- 3.16
- 3.17
- 3.18
- 3.19
- 3.20

Criteria 3.1 and 3.7 will be reviewed as part of the review today.

The centre have provided copies of the following policies and procedures to complete the mandatory policies and procedures required to offer our qualifications (including customised qualifications):

- Conflict of Interest Policy
- Contingency Policy including withdrawal of provider approval status and protection of the learners' interest in the case of such a withdrawal.

The centre market the qualifications via their website and course guides. The website marketing material was reviewed as part of the AMR today. The centre have updated the website and removed the reference that the qualifications are equivalent to A Levels. Information is provided to prospective learners on each of the customised qualifications, outlining what will be studied and how this will be assessed. The website also details the entry requirements for the qualification e.g. IELTS 5.0 or equivalent. The website details that the customised qualifications are accredited by us.

Section 4: Action Plan for Centre

Management Systems and Administration

Action:	There are no actions required for this section
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Section 5: Action for Quality Reviewer or Head Office

Action For	Action Required	By when
Quality Reviewer		
Head Office		

Section 6: Additional Information Sheet

Any additional comments regarding the review

Many thanks to Denis and Chrisi for the time spent preparing for the second AMR. Actions have been signed off as complete and the centre risk rating is green. The centre have a pro-active approach and have responded promptly to the actions set.

The next annual monitoring review is planned to take place on 27 November 2023 @ 1pm (after the planned EQA review for the customised qualifications).

If you require any further information, please do not hesitate to contact me. Our website contains a range of information which you may find useful to support delivery, assessment and internal quality assurance of our qualifications:

- Preparing for an EQA review:

<https://www.ncfe.org.uk/qualifications/preparing-for-eqa/>

- Course file documents

<https://www.ncfe.org.uk/qualifications/preparing-for-eqa/course-file-documents/>

- Change of centre contact details

<https://www.ncfe.org.uk/qualifications/preparing-for-eqa/change-centre-contact-details/>

Following this review, you'll receive a Bright survey from NCFE. We value your feedback, and I would appreciate if you could complete this survey.

Appendix A

List of products centre is approved to deliver with active registrations within the last 2 years

QA Group	Product Number	Product Name	Product Contact and email address	Number of Registrations	Number of Certifications	Date of Last Registration	Date of Last Certification
Customised Qualifications	CQ10633	ART FOUNDATION (ARCHITECTURE) COURSE	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	2	2	26 April 2021	18 May 2021
Customised Qualifications	CQ10634	Engineering Foundation Course	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	5	5	7 June 2022	7 June 2022
Customised Qualifications	CQ10635	Psychology Foundation Course	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	1	1	17 May 2022	18 May 2022
Customised Qualifications	CQ10636	Economics Foundation Course	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	6	6	17 May 2022	18 May 2022
Customised Qualifications	CQ10638	Business Foundation Course	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	26	26	17 May 2022	18 May 2022
Customised Qualifications	CQ10640	Science Foundation Course	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	8	8	17 May 2022	18 May 2022
Customised Qualifications	CQ10641	Law Foundation Course	Wayne Marshall wayne.marshall@standrewscambridge.co.uk	1	1	26 April 2021	18 May 2021

External Quality Assurance

Annual Monitoring Report



Customised Qualifications	CQ10642	Humanities Foundation Course	Wayne Marshall wayne.marshall@standrewscam bridge.co.uk	1	1	26 April 2021	18 May 2021
Customised Qualifications	CQ10646	media, Communications and Film Foundation	Wayne Marshall wayne.marshall@standrewscam bridge.co.uk	6	6	17 May 2022	18 May 2022
Customised Qualifications	CQ10651	UNIVERSITY FOUNDATION MAJORING IN ART	Wayne Marshall wayne.marshall@standrewscam bridge.co.uk	10	10	17 May 2022	18 May 2022
Customised Qualifications	CQ4143	Pre-A Level Course	Wayne Marshall wayne.marshall@standrewscam bridge.co.uk	19	19	17 May 2022	18 May 2022

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