

International Quality Report Form

(including Pearson's Self Regulated Framework customised qualifications)

Centre details and certification

Centre name and country				Centre number		
Benalmadena International College, Spain				90198		
Number of sites at which delivery takes place				1		
Please give details of the sites (Postal address of each site; size; activity level)						
Calle Catamaran S/N, Nueva Torrequebrade, Benalmadena Costa, Spain; nursery through to high school; 12 IT Level 3 students and 34 ITQ Level 2 students.						
Standards Verifier/External Examiner name				AA number		
Martin Green				633638		
Date of sampling		Duration		Method		
09/05/2019		7 Hours		Visit		
Name and email address of person who has authority and responsibility for the management and delivery of Pearson's qualifications				Role in the organisation		
Julie Hanson Williams – bicmrswilliams@gmail.com				Principal, Quality Nominee		
Name of people to whom feedback was presented				Role in the organisation		
Julie Hanson Williams Kyra Skeoch				Principal, Assessor (L2) Quality Nominee, Assessor (L3)		
Programme title	Programme number	Language of delivery and assessment	Number of registrations at centre	Mode of delivery	Number of registrations on EOL	Release / NYFS / Block
BL3SD IT (QCF) (International Only)	BGMM7	English	12	Face to Face	12	NYFS
BL2SC IT Users (ITQ) (QCF) (International Only)	BXY84	English	34	Face to Face	34	Release

*NYFS denotes Not Yet Fully Sampled

**NYFS only for length of time of first cohort

Date form completed and submitted	10/05/2019
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Proposed date of next visit	June 2019
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Summary of essential actions	By date
No essential actions	

Summary of actions from last visit

Date recorded on last report

16/05/18

Action points from last report

Comment on progress made in relation to essential action points given in previous reports, indicating specifically any that have not been adequately addressed

No Actions

Areas of good practice

Identify any areas of particularly good practice **not mentioned** in other sections of this report

Staff in the centre have responded to the advice given from previous External Verifier and are now delivering an excellent ITQ programme both holistically and based on local employer's needs. The centre has good links with employers in the area and also the tourist board. The centre has a showcase website whereby the different websites created by the learners can be viewed by individual employers, who can then give feedback and choose the one they prefer to advertise their business. The centre use different employers for each cohort.

This year an assessment has been set and developed for younger pupils who then tested the solution For the new programme, L3 IT, the staff have based the tasks on these real scenarios requiring the learners to find good examples for discussing and explaining

The two main staff, involved in the delivery, assessment and quality control, Julie Hanson Williams and Kyra Skeoch, have excellent vocational experience and are very well qualified.

General comments

Mention any points you wish to make that are not otherwise covered in the report, including:

- comments on administration
- communication with the centre
- access to material needed to carry out standards verification
- issues arising during your visit that have affected your report

Good communications, visit date changed at short notice

Director Keith Ellis met at the beginning (discussed the school development programme and toured the school)

BTEC Level 3 National in IT being delivered for the first time

All learner assessed work, assignments IV reports and tracking sheets were available on the school network (staff PC) for discussion

The Level 3 learners will complete the first 3 units this session to enable learners not progressing to the 2nd year to achieve the Pearson BTEC Level 3 Certificate – 30 credits.

Detailed comments

1. Centre management systems	
1.1 Senior management are allocating appropriate time and resources to support qualification delivery/review	Yes
1.2 Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment staff and to make changes when required	Yes
Your comments: The qualifications are delivered by two senior members of staff (Principal and Head of Department) with Technical Support provided by the School IT Technician. Suitable times for teaching and assessing, including observations as well as reviewing the students work through the tracking sheets are arranged by the Principal. All files are saved on one drive and are backed up and shared across all teaching staff.	
Essential action required?	No
Essential action - any actions here need to be copied into the Summary box on page 1	By date
Recommendation	By date

2. Published documentation is in place and being used for:	
2.1 Internal verification	Yes
2.2 Assessment – also to cover the ongoing qualification/resource review	Yes
2.3 Learner recruitment, registration and certification	Yes
2.4 Recognition of Prior Learning (RPL) including exemptions	Yes
2.5 Special considerations and reasonable adjustments	Yes
2.6 Equal opportunities	Yes
2.7 Learner Plagiarism; staff malpractice and/or maladministration	Yes
2.8 Appeals (published and available to all learners)	Yes
2.9 Complaints	Yes
2.10 Safeguarding of Learners	Yes
2.11 Risk assessment and Health and Safety (including public liability cover)	Yes
2.12 Conflict of interest	Yes
2.13 Learner support (to include individual development needs)	Yes
2.14 Pearson's Distance Learning policy requirements have been embedded into the centres policies (if applicable)	Yes
2.15 Centre Contingency and Adverse Effects (see the guidance document for full details of what constitutes as Adverse Effect) - to include withdrawal of Centre Approval Status and Protection of the Learner Interest in the case of such a withdrawal	Yes
Your comments: All policies listed were available for the visit and are reviewed annually.	
Essential action required?	No
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3. Registration and student/learner support	
3.1 There are systems in place to ensure the accurate and timely registration and certification of identified students/learners in accordance with Pearson's published policies and timelines	Yes
3.2 The centre is recruiting with integrity	Yes
3.3 The centre is identifying and providing the specialist support that some students/learners need e.g. equipment adaptation	Yes
3.4 The centre recognises students'/learners' previous achievements to enable credit transfers and exemptions where applicable	Yes
3.5 The centre has provided a student/learner handbook which contains accurate information about the centre, the qualification; unit certification; any special equipment that they have to buy and progression	Yes
Levels 4 – 5 only Programme specification	
3.6 A centre produced, accurate programme specification (see guidance document) for each Higher Education programme has been produced	N/A
Your comments: The qualification is delivered to years 10, 11, 12 and 13 as an option. All learners from year 7 upwards are taught IT skills. The handbook available online confirms learners are made fully aware of the qualification requirements. The records in the centre file confirm timely registration and certification.	
Essential action required?	No
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4. Programme delivery	
4.1 Human resources	
4.1.1 The centre employs, updates, trains and supports a sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment and internal verification.	Yes
4.1.2 Trainers/Assessors/Internal Verifiers hold the relevant qualifications to deliver units/qualifications as stated by either the programme specification or the standards setting body	Yes
4.2 Physical resources	
4.2.1 The centre has essential and sufficient equipment, facilities and resources as stated within qualification specifications. (e.g. IT equipment/materials/library). Resources are regularly reviewed, maintained and replaced as required	Yes
4.2.2 The centre ensures that learners have full access to required equipment, facilities and resources	Yes
4.2.3 The centre has a healthy and safe working environment for learners undertaking the qualification(s)	Yes
4.3 Delivery	
4.3.1 Delivery methods are appropriate for a vocational qualification.	Yes
4.3.2 Are there distance learners?	No
4.3.3 Distance learners identities are safely confirmed?	N/A
4.3.4 The work of distance learners can be accurately attributed to individual learners	N/A
For Higher National programmes only , summarise the views expressed by learners, including favourable comments and any concerns raised	N/A
Your comments: The staff delivering the programmes have a wealth of knowledge and experience. The current staffing levels are sufficient for the number of learners. Class room and software seen confirm the learners have up to date software and resources to support their needs. All learners have	

headphones with microphones which are supplied by the centre and enable them to add sound and also voice over to their projects. Each learner has their own area for saving files and there is also a shared area on One File where appropriate resources can be accessed by the learners. There is also a website showcase for learners to exhibit their completed websites which was observed by Standards verifier today. The Centre is proactive at interacting with employers in the area for the learners to engage with to support their multimedia and website projects. Employers are invited into the centre to meet with learners and learners are also escorted to the employers' workplace for the purpose researching and gathering information for their multimedia and/or website projects.

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5. Assessment

5.1 A range of appropriate assessment methods is used	Yes
5.2 The centre has taken reasonable steps to ensure that opportunities for plagiarism are removed	Yes
5.3 Learners have signed a declaration confirming that their work is their own	Yes
5.4 The assessment tools are fit for purpose i.e. have an appropriate vocational context; written at the right level; written in appropriate language; tracked to assessment / grading criteria; will lead to valid assessment outcomes	Yes
5.5 The assessment tools enable the learner to produce appropriate evidence to meet the criteria to which the assessment relates	Yes
5.6 Accurate documented feedback is given to learners	Yes
5.7 Standardisation of Assessor decisions happens where there is more than one Assessor per unit	Yes
5.8 The assessment of learners who are learning at a distance is accurate	

Your comments: There is a standard format used for all assignment briefs with suitable scenarios and good clear guidance in the tasks. The assessor feedback is accurate justifying the criteria met. The range of learner produced work sampled against the assignment briefs confirms the content of the overall awards is being offered at the right level and with fair and equitable assessment taking place, through appropriate assessment tools and methods. A good variety of assessment methods are used and include assessment of work products, observation, peer and self-evaluation and also feedback from companies and individuals whom the centre interact with to provide the learners with the opportunity to create real life documents/projects such as websites and apps for a real purpose. All assessment methods were sampled during the visit. Recording of assessment decisions are robust. The assessor completes the assessment record sheets in a timely manner which includes constructive feedback to learners. Assessment is holistic across the programmes and the assessment record sheets clearly show which criteria have been. The range of assessment methods used include assessment of work products, observation, peer and self-evaluation and also feedback from companies and individuals whom the centre interact with to provide the learners with the opportunity to create real life documents/projects such as websites and apps for a real purpose. All assessment methods were sampled during the visit. The L3 learners are currently undertaking the first units.

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September 2018

6. Internal verification	
6.1 Verification of assignment briefs is thorough, planned, recorded and used to enhance future assessment practice	Yes
6.2 Verification of sampling of assessment decisions is thorough, planned, recorded and used to enhance future assessment practice	Yes
6.3 Verification records are accurate and available for audit	Yes
6.4 Levels 2/3 only – Any resubmission or retake is supported by accurate documentation signed and dated by the Assessor and Lead Internal Verifier	Yes
Your comments: The internal quality assurance and verification processes and procedures are maintained and carried out in a well-structured and recorded way with material available for viewing during the visit on One File	
Essential action required?	No
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7. For Higher National programmes on the Regulated Qualification Framework (RQF)/ Qualifications and Credit Framework (QCF) / Self Regulated Framework (SRF)	
7.1 The centre has assured the academic standards of the Higher National programme (s) by conducting an annual assessment board. (please provide details in the comments section to confirm if you attended the assessment board OR minutes were made available)	N/A
7.2 For Higher National programmes assessed in English , Learners meet Pearson's HN Language requirements as specified on our website	N/A
7.3 Any resubmission is supported by accurate documentation signed and dated by a member of the Assessment Board	N/A
7.4 Any retake is supported by accurate documentation signed and dated by a member of the Assessment Board	N/A
7.5 The centre has completed the Annual Programme Monitoring Report Form(s)	N/A
7.6 Marketing materials (website and brochure) for the Higher National programme (s) are accurate	N/A
Your comments: N/A	
Essential action required?	No
Essential action - any actions here need to be copied into the Summary box on page 1	By date
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