

BESPOKE FINAL MODERATOR REPORT 2016/17

Please complete this report after the final moderation has taken place and forward it to vbhujoo@ocncredit4learning.com preferably in electronic format within 5 working days of the moderation visit.

NAME OF PROVIDER	PROGRAMME NO.(S) & RUN NO.(S)	
VIAPATH	Programme Number: 116819 Run Numbers: VP-1500 to 2068	
PROGRAMME TITLE	NAME AND ADDRESS OF YOUR CONTACT (Internal Moderator/Verifier, tutor organiser or manager, tutor)	
ADULT VENEPUNCTUTRE	Seymour Vas (Phlebotomy Deputy Manager & Training Facilitator). Westminster Bridge Road, London SE1 7EH.	
DATE OF VISIT	LENGTH OF VISIT	DATE OF REPORT
11 th May 2016	2 Hours	16 th May 2016
EXTERNAL MODERATOR NAME	EXTERNAL MODERATOR SIGNATURE	
Doreen B West		

CHECKLIST OF KEY POINTS

Please give full details of all key points in the narrative of your report

	Yes	No	N/A
1. Are you satisfied that all recommendations and conditions outlined in the panel report have been met?			X
2. Are you satisfied that any actions arising from the previous moderator annual and interim report have been taken?			X
3. Are you satisfied that any action plans required of the Provider by OCN Credit4Learning have been implemented?			X
4. Are you satisfied that the programme is being run according to the approved programme plan and continues to be fit for purpose and credit?	x		
5. Were the arrangements and records for internal moderation satisfactory?	X		
6. Did you see satisfactory evidence of assessment?	X		
7. Was learner support and monitoring of progress satisfactory?	X		
8. Are you confident that the provider has accurately completed the recommendation for credit documentation? (If not, please detail in your report)	X		
9. Are there aspects of the programme that you wish to commend?	X		
10. Have you identified any areas for improvement and actions for the provider?		X	
11. Have you identified any actions for OCNCredit4Learning?		X	
12. Have you raised any other significant points regarding the programme?		X	

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1. PANEL REPORT

(Note this may not be relevant for programmes which have been running for over a year)

Where there any points of note raised in the Panel Report? Have recommendations or conditions outlined in the panel report been met? Describe evidence you have seen for this. Give any other comments of the Programme in relation to the Panel Report.

This is the first time that OCNCredit4Learning has been involved in External Moderation for this course.

2. PREVIOUS MODERATOR REPORT

(Note new programmes will not have a previous report)

Have any actions that were recommended or required as a result of the previous moderator's interim or final report been carried out within the agreed timescale? Give details.

This is the first time that OCNCredit4Learning has been involved in External Moderation for this course.

3. PROVIDER ACTION PLANS REQUIRED BY OCN Credit4Learning

Were there any outstanding actions required of the provider by OCN Credit4Learning? If so have they been addressed?

This is the first time that OCNCredit4Learning has been involved in External Moderation for this course.

4. PROGRAMME STRUCTURE & ORGANISATION

4.1 Organisation and Management

Is this programme organised/managed as detailed in the programme plan? Do the approved units, course content and assessment methods remain fit for purpose and credit requirements?

Yes this programme is organised/managed as detailed in the programme plan.

The approved units, course content and assessment methods are robust and fit for purpose and credit requirements at level 3.

They are also risk assessed regularly/and Viapath have excellent SOP well established policy/procedure documentation.

4.2 Staffing

Do trainers/assessors/Internal Moderators have the relevant qualifications and/or experience to fulfil their job roles?

All trainers/assessors/internal Moderators have the relevant qualifications and/or experience to fulfil their job roles.

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4.3 Equipment and Resources

Are the equipment and resources available applicable to the course content and delivery/assessment requirements (e.g. ICT, books, etc)? Does the equipment and accommodation meet Health and Safety requirements?

Each cubicle at Viapath is fully equipped for phlebotomy purposes and adheres to Health and Safety requirements. All equipment and resources available are applicable to the course content and delivery/assessment requirements.

5. INTERNAL MODERATION

Are the arrangements for internal moderation satisfactory?

	Yes	No	If no, please comment
Sampling arrangements	X		
Record keeping	X		
Internal moderation meetings	X		
Contact and communication between internal moderator/verifier and tutors.	X		
Contact and communication with external moderator	X		

6. ASSESSMENT

6.1 Assessment criteria

Are assessment tasks/activities being carried out in line with the agreed unit specification and are they appropriate for the related assessment criteria? Give details.

Yes I can confirm that the assessment criteria as laid down in the programme plan are being applied consistently and appropriately to a high standard.

6.2 Assessment evidence

Describe the evidence of assessment seen (e.g. learning diaries, tutor checklists etc) and comment on their appropriateness.

Each Learner is given a Log Book which is used throughout the course .
A Learner is not allowed to proceed to a next stage of the course until the trainer/assessor has deemed that they are proficient at that stage and it is signed as such in their Log Book.
All are appropriate to this type of practical course.

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6.3 Sampling by external moderator

Please confirm if the sample of learner achievement met these criteria.

	Yes	No	If no, please give details
Selection made by external moderator		X	Owing to the fact that all learners materials are retained by them.
Representative of the range of learners registered to the programme		X	Comments are as above.
Covered the range of levels in the programme if more than one level	X		
Included different methods of assessment	X		
Included samples from all tutors delivering the programme		X	Comments are as above
Included any where the tutor was unsure of achievement or level		X	Comments are as above

7. LEARNERS

7.1 Recruitment, Attendance, Retention (Quantitative Data)

Provide details in the table below

Programme/unit	Number of learners * registered in the academic year	Number of learners* withdrawn	Number of learners* completing	Number of learners* achieving
CAE465 OTC3-PHI- 011	106	0	105	105

*figures will have to be given as at the point of moderation

Discuss the above data. Why did learners withdraw/not achieve? Are registration numbers as the Provider expected for the year? Compare figures with previous years. Does the data raise any issues?

**A Learner withdrew therefore that Learner did not complete Course
Registration numbers were as the Provider expected and indeed more than were initially predicted by them.
No data was given from previous years.**

7.2 Support

Discuss learner support and learning resources. Did you meet with any learners and if so please summarise the feedback. Did you see any written learner evaluations and if so what were the main outcomes? Are learners given guidance on their progression opportunities after the course?

I met six Learners and spoke to each individually, all feedback given to me was extremely positive. No Learner evaluations were seen as these are not applicable to this course. I did however see end of course evaluation forms.. Learners are given guidance on their progression opportunities after the course to cannulation and paediatric venepuncture courses.

7.3 Records of learner progress

How are the records for tracking the learner's progress kept? Are the records kept accurately and securely? Does the Provider follow data protection requirements in relation to the learners' details?

All Learners' progress records are kept electronically and meet data protection requirements.

8. AWARD OF CREDIT

8.1 Recommendation for credit documentation

Is the Provider aware they can claim for certificates without the External Moderator's signature? Are you satisfied that the recommendation for credit (RAC) documentation is being completed accurately? If not, please outline any concerns and recommendations for the provider.

Yes the Provider is aware regarding the issue of Certification, I saw evidence of this.

8.2 Outstanding RAC forms

Are there any runs for which the RAC form is yet to be sent to OCN Credit4Learning?

There were no runs outstanding

9. COMMENDATION

Are there any aspects of the programme that you wish to commend?

Yes I would commend the Learner support both before and after joining the Training Programme, as it is using both direct and indirect methods in order to do so.

10. CONCERNS AND ACTION POINTS

10.1 Concerns

Are there any areas of the programme requiring improvement? If so, please give details.

No arrears are requiring improvement in this Level 3 programme.

10.2 Action Points

Please give full details of any action which you recommend should be taken by the provider giving timescales for completion/review?

No action is required to be taken by the provider at present.

11. ACTIONS FOR OCN CREDIT4LEARNING

Please give details of any action which you believe OCN Credit4Learning should take concerning this programme.

No actions are needed at present.

12. ADDITIONAL POINTS

Please add any additional information relevant to this programme.

There are no additional points required of the provider at present.