## Unknown Image

Mountain Training England Quality Assurance Visit Report

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| --- | --- |
| **Course:**  | **Training/assessment/skills:** |
| **Provider:**  | **Course director/tutor:**  |
| **Date:**  | **Arrival:**  | **Departure:**  | **Total time:**  |
| **Administration**  |
| *Has the provider delivered courses for all the qualifications they are approved to deliver in the last 3 years?*Yes, recent provider delivery;

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| --- | --- | --- |
| **Qualification** | **Courses provided in the last 3 years** | **Last course provided** |
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*Checked by: Katherine Thomas - (/2020)* |
| *Have attached course directors/tutors directed courses for held approvals in the last 3 years?*Yes, recent relevant course director/tutor delivery;

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| --- | --- | --- | --- |
| **Name** | **Scheme** | **Last course directed/tutored** | **Last update workshop attended** |
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*Checked by: Katherine Thomas – (/2022)* |
| *Are course staff appropriately qualified and experienced according to the guidelines in the Quality Manual?*Course directors should ensure course staff actively use the ‘Provider and course staff area’. This can be considered the definitive source of information to support course delivery. *Checked by: Katherine Thomas – (/2022)* |
| *Is the provider CMS profile up to date and appropriately detailed (incl. provider image)?*Profile picture: Contact details: Annual and course fees:Checked by: *Katherine Thomas – (/2022)* |
| **Pre-course information** |
| *Does the pre-course information/tasks suit purpose? Are they appropriate to the qualification/course?* \* |
| *Does the provider make use of online information and resources?*\* |
| *Is guidance given on registration process including the use of CMS?*\* |
| *Does pre-course information allow for declaration of medical details and promote open access to courses?*\* |
| *Do course notes outline potential outcomes?*\* |
| *Does the provider promote sustainable practice to attend courses?*\* |
| *How does the provider interact with the public in marketing? e.g. online, social media, external agencies*\* |
| *Is all communication/presented info aligned to the ‘Branding and marketing’ guidance?**\** |
| ***Additional Comments:****\** |
| **Candidates** |
| *Did the candidates have appropriate experience to draw from? Was the course director aware of their experience?*\* |
| *Did the candidates have an understanding of the experience requirements to attend?*\* |
| *Does the course suit the candidates in attendance?*\* |
| ***Additional comments:***\* |
| **Facilities and equipment** |
| *Does the base have clean, quiet, non-public places available? Are presentation tools available?*\* |
| *Are the base facilities close to appropriate venues?*\* |
| *Do the resources used appeal to all? Are resources used current?*\* |
| *Are the candidates and course staff well equipped and professionally presented?* \* |
| ***Additional comments:***\* |
| **Venues** |
| *Are the venues chosen appropriate to the qualification and course?*\* |
| *Do the venues chosen give effective learning environments?*\* |
| *Were the risks managed appropriately at the venue?* \* |
| ***Additional comments:***\* |
| **Programme** |
| *Structure of the day:*\* |
| *Does the activity planned relate to the syllabus and scope? Is this outlined to the candidates/participants?*\* |
| *Is contextual information provided throughout?* \* |
| *Does the provider refer to the benefits and value of association and council membership?*\* |
| *Does the provider and course director support and review course staff/observers appropriately?*\* |
| ***Additional comments:******\**** |
| **Candidate experience** |
| *Are task introductions clear and concise?* \* |
| *Do demonstrations support learning?*\* |
| *Were there opportunities to practice skills taught?*\* |
| *Do summaries/conclusions relate to the task given?*\* |
| *Is there an opportunity for self-analysis? Are the candidates given time to act on feedback?* \* |
| *Do the tasks given relate to the qualification? Is the standard expected aligned to the national norm?*\* |
| *Were the candidates set appropriate goals to support their future development?*\* |
| ***Additional comments:****\** |
| **Action Points**  |
| *Progress on previous action points*:\**Date given:* \* |
| *New action points including time for completion:*\* |
| ***Moderator:*** \* | ***Date:* \*** |