## Unknown Image

Mountain Training England Quality Assurance Visit Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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;   |  |  |  | | --- | --- | --- | | **Qualification** | **Courses provided in the last 3 years** | **Last course provided** | |  |  |  | |  |  |  | |  |  |  |   *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;   |  |  |  |  | | --- | --- | --- | --- | | **Name** | **Scheme** | **Last course directed/tutored** | **Last update workshop attended** | |  |  |  |  | |  |  |   *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:* \*** | |