

ME11

LEAD MODERATOR REPORT

LEAD MODERATOR NAME	Denise Hill
QUALIFICATION TITLE	Level III Diploma in Reflexology
DATE OF REVIEW MEETING	20 th June 2006

STANDARDISATION

Comments on outcome of meeting

Standardisation of delivery and assessment is both a valuable tool and something that should be encouraged from Principals, Main Course Tutors and Internal Verifiers on the Level III Diploma in Reflexology.

The Moderator Team examined and discussed ME4 forms and sample studies. Total agreement was reached on procedures to ensure consistency and standards are maintained.

Samples of paperwork used during moderations were shared by Moderators.

BENCHMARKING

Comments on outcome of meeting

A proposal for Benchmarking was discussed and agreed by the Moderation Team.

50% of Centres will be randomly sampled from September 06 with the remaining Centres sampled September 07 onwards.

At the Moderator's visit the Centre will provide a photocopy of one Client Study with personal details erased or tippex-ed out. All attachments, eg footchart, consultation sheet, etc. to be included.

This study will have been produced by a student from the sample of 6 students, and will be a study that has been internally verified. This study will also be moderated by the Moderator during the Moderation visit.

These will be kept under lock and key at ABC offices and discussed by the Moderation Team at their annual meeting in June 07. Outcomes will be included in the Lead Moderator's report.

REVIEW OF EXTERNAL MODERATION REPORTS

<p>GENERAL OBSERVATIONS</p>	<p>12 of the 21 Moderators attended this annual meeting.</p> <p>26 Moderations have taken place since end September 05, two of which were Postal. Students from 4 Centres were still not fully meeting the criteria and Centres were given assistance in meeting the shortfalls for the student's final studies and on all future occasions. It was agreed that if Centres had shortfalls in the future ABC Certification could be withheld until all criteria has been met.</p> <p>ME4s were examined and all agreed that in some instances there were shortfalls in information entered and a lack of consistency in entries. A detailed Moderation procedure was agreed and will be adhered to by all to ensure consistency and professional standards.</p> <p>A sample client study was moderated by the team and discussion followed. Criteria omitted were agreed. All Moderators will be consistent in checking criteria requirements for all client and case studies.</p>
<p>TRAINING ISSUES FOR MODERATORS</p>	<p>ABC will now undertake Benchmarking from September 06.</p> <p>A detailed Moderation procedure has been agreed. See attached.</p> <p>New paperwork is being produced – ME3 and ME4 forms. Examples of these will be placed on the website by October 06 latest showing evidence that meets the criteria. COD1 replaces Centre Survey – from 1.10.06</p>
<p>TRAINING ISSUES FOR CENTRES</p>	<p>Internal verification is being carried out by all Centres visited, however in some instances the verification is not against the ABC criteria. Three Client and three Case Studies to be verified per course and at least one of these available for the Moderator's visit. Information on IV is available on ABC website http://www.abcawards.co.uk/forms.html. Paperwork has been updated and is available on the website http://www.abcawards.co.uk/health.html under Reflexology.</p> <p>A simple example of completion of IV paperwork was provided to Moderators.</p>
<p>POSTAL MODERATION</p>	<p>2 Postal moderations undertaken.</p>
<p>OTHER COMMENTS</p>	<p>Centre Survey will be replaced by COD1 from 1.10.06 – only to be completed by Centre if details have changed.</p> <p>The ABC Specification is to be reviewed as QCA submission is due in 2007. Several points were raised on this by the Moderation Team and Maureen Hodson, ABC Chorley invited contributions and comments for discussion.</p>

Lead Moderator Signature

Denise Hill

Date

21st June 2006

Moderation Procedure

All Centres are required to be able to produce 2 Client and 2 Case Studies for each student for the Moderation Visit to take place. These studies are to have been assessed and in this sample at least one is to have been verified.

In advance (three weeks prior to agreed date, or earlier)

Complete and send ME3 Moderation Visit Planner (see sample ME3 on website / new form from 1.10.06) plus Centre Survey (COD1 from 1.10.06). Copy of ME3 to Vivien Dickson, ABC

Contact Centre and ask for number of students on course, select sample of 6 at random, ensuring verified work is included. If less than 6 on course, all students will be included in the sample. Advise of benchmarking requirements if applicable.

Moderation Visit

Systems and Processes

Complete ME4 report locating relevant paperwork in Tutor and Course files, checking registers, Scheme of Work, Lesson Plan for the day, AoR student numbers, Insurance and AoR membership for all tutors, etc. (see sample ME4 on website / new form from 1.10.06)

Check course hours – First Aid hours not included – allow 1 hour for lunch/breaks throughout the day unless Principal/MCT advises otherwise.

Discuss with Principal/Tutor to ensure the correct information is entered

Clinic

Check Practical Assessment Candidate Record forms for the sample students for previous two clinic sessions.

Observe performance of students against criteria 8-11 and 13-14, plus either observe 15 or check past records. Discuss with tutor if a shortfall. Agree plan of action if necessary and enter in Section 8 Centre Action Plan.

Sign off CRFs for sample if all criteria met.

Client/Case Studies

A study is a document (typed or handwritten) that summarises all the findings of the treatment(s) and is supported by the relevant documentation.

Locate CRFs for Client Studies and Case Studies for sample of students.

Check against criteria 1-7. If shortfall in meeting criteria

One Client Study and **one** Case Study for **each** student in the sample. Please also check an assignment or an A&P module against the Specification content. Discuss any shortfall with the MCT.

Sign off CRFs for sample if all criteria met.

Candidate Review

On ABC's behalf discuss the questions in section 5 with the sample of students, plus others if they are available.

Enter responses in ME4 – if insufficient space, use blank page opposite.

Gain a signature from the Principal/MCT and explain the Action Plan entries if relevant.

Offer the opportunity to the Centre to give Feedback on page 11.

Leave a copy of the completed back page of the ME4 with the Centre.

Collect Centre Survey/COD1 and Benchmarking client study if applicable.

DH19.6.06