

**EXTERNAL MODERATION VISIT PLANNER**

Name of Centre *Jane Smith School of Reflexology*

Scheme Title *Level 3 Diploma in Reflexology*

Name of Scheme Contact: *Jane Smith*

Name of Moderator *Name*

Date and time of Visit *Sunday 21<sup>st</sup> August 11.30* Expected duration of Visit *3.5 + hours*

This planner confirms our discussions in relation to my visit. I may require other evidence on the day in addition to that detailed below. I would also like to ask you to complete the Centre Survey attached to this planner and return it to me when I visit. Thank you.

**1. Location**

I would like to visit the following locations

<b><i>Cuddington Village Hall, Cuddington, County AB1 11XZ</i></b>

**2. Staffing, Management and Quality Assurance**

I would like to meet the staff responsible for the following

<b>Role</b>	
Principal/Main Course Tutor	✓
Internal Moderator	✓
Students	✓

NB It is important that a member of staff with the authority to agree an action plan (if necessary) is available during the visit.

### 3. Documentation

I would like to see

• evidence of any changes since the last visit	
• evidence of outcomes from the previous action plan (if appropriate)	
• students for interview (either the group I moderate or a larger number)	✓
• In addition please provide evidence of:	
Coursework and client/case studies for <b>six</b> of the students, selected at random by the moderator	✓
Tutor file – to include register, assessment and monitoring records for each student, student contracts, record of homework/project/assignment set and evidence of student's progress plus clinic and client/case study assessment and monitoring records.	✓
Course File - examples of prospectus, promotional literature and induction session content for the course, where available. Length of course with dates and timings, course scheme of work, lesson plans and course handouts. Monitoring and evaluation procedures. Marking scheme criteria for assignment/project/homework.	✓
AoR membership numbers and teaching insurance for all reflexology tutors.	✓
Details of policies eg enrolment policy, equal opportunities, appeals procedures, learning difficulties as in Schools Handbook	✓
Please can you arrange for venues used for both theory and practical sessions to be seen during the visit if possible.	✓
Details of any other support, assistant or specialist subject tutor who assists on the course, plus the hourly commitment/days worked, etc	✓
An opportunity for a short discussion with a minimum of six students without tutor or principal present. (see section 5 of ME4)	✓
I will identify samples for benchmarking during the course of my visit. Copies of these samples, with all student identification removed, should then be forwarded to the appropriate ABC office.	

**Failure to provide all requested material may result in further visit/postal moderation and these additional costs will be charged to the centre.**

Should you wish to discuss any issues relating to this visit, I can be contacted at:

*Home telephone number 01296 489058, Mobile 07796 948017 or by email [denisejhill@aol.com](mailto:denisejhill@aol.com)*

Yours sincerely

External Moderator

*Denise Hill*

Date

*2 or 3 weeks prior to visit*

**The External Moderator must forward a copy of this planner to the centre and also to ABC Office, Duxbury Park, Duxbury Hall Road, Chorley, Lancashire, PR7 4AT.**

**Thank you.**