

Remote Moderation Planner and Report

Centres are asked to read Skills and Education Group Awards External Moderation Policy and the guidance on Internal Quality Assurance of Skills and Education Group Awards Qualifications to ensure the external moderation process runs smoothly.

Centres are also reminded that although the Planner indicates the assessments chosen for moderation, the assessments of **all** learners for whom the centre is claiming certification at this time **must** be available for further sampling if requested by the moderator.

Remote Planner

Sections 4, 5, 6, 7 and 8 to be completed by the Centre and emailed to the External Moderator at the time of submitting evidence for postal moderation.

Section 1 Centre Details			
Centre Name	Fashion Enter Ltd		
Contact Name	Divya Kamath		
Contact Email	divya@fashion-enter.com		
Contact Tel. No.	0116 436 2560		
Annual Moderation	√	Additional Moderation	N
Posting Deadline for Centre*	25/10/2024	Course End Date	30/09/2024
Moderation ID	MV-27286		
Site Name and Address for Sample Return	Fashion Enter Ltd, The Factory, Unit 4 Crusader Estate, 167 Hermitage Road, London, Greater London N4 1LZ		
*Please email your Skills and Education Group Awards moderator if you cannot meet this deadline or wish to submit samples earlier			

Section 2 External Moderator Details	
External Moderator Name	Mr Martin Short
External Moderator Postal Address	69 Ratcliffe Road, Atherstone, Warwickshire CV9 1LF
Email	Martin.Short@skillsedugroup.co.uk
Tel. No.	01827 717415

Section 3 Plan for Moderation	
SEG Awards Sub-sector	Preparation for Work

Section 3a	Courses from which sample evidence will be moderated	
SEG Course ID	Full Qualification Title (including any endorsed pathways if applicable)	QAN
241047	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation	603/7002/6

Samples to be sent for moderation				
SEG Course ID	Assessor Name	SEG Reg. ID	URNs ¹	Full Qualification Title
241047	Ana Cover	2131125	M/618/6051	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation
241047	Ana Cover	2131126	M/618/6051	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation
241047	Ana Cover	2131127	M/618/6051	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation
241047	Ana Cover	2131128	M/618/6051	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation
241047	Ana Cover	2131129	M/618/6051	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation
241047	Ana Cover	2131130	M/618/6051	A7535-01 Level 1 Award in Workers Rights and Labour Exploitation

Section 3b	Courses previously awarded through direct claims for which summary assessment and internal moderation documentation only will be sampled	
SEG Course ID	Full Qualification Title (including any endorsed pathways if applicable)	QAN
227693	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
227756	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6

¹ Regulatory unit number

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228324	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
228370	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
229439	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
229483	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
230012	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
230282	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
232052	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
232060	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6
232456	A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation	603/7002/6

Sections 4, 5, 6, 7 and 8 to be completed by the Centre and emailed to the External Moderator at the time of submitting evidence for remote moderation.

Section 4		Staff Expertise			Quality Assurance (QA)	
		Centres are requested to update this section prior to moderation. Information should relate only to those qualifications listed above				
Name		Role	Occupational experience/Professional Qualifications/CPD	QA/teaching Qualifications gained	QA/teaching Qualifications working towards	
Divya Kamath		Tutor/ Operational Manager	Divya has worked in finance and banking and has 7 years of experience in the banking field and almost two years of experience in education/Academic. She handles Leicester branch and takes care of education and enrolment procedure. Her bilingual knowledge has supported our learners to get through their course in an efficient way. She was also supporting London and Wales on the education side. Her previous experience and now being Operational Manager/tutor, she is responsible in managing the team, managing health and safety at work place, dealing with staff members for any concerns/issues and liaising with HR in terms of employees entitlements. In short end activity at	N/A	Level 3 Award in Education and Training – Highfield (working towards)	

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		<p>Leicester branch. Safeguarding training EDI Training GDPR training Emergency First Aid training Fire Marshal Training</p>		
Caroline Ash	Tutor/ Production Director	<p>Caroline has over 30 years experience in production management. She is a highly experienced production coordinator, source and product developer with strong problem solving and analytical skills, delivering finished product that meet lead times, quality expectations and ethical requirements.</p> <p>She has been Head of Production for various companies supplying the High Street making soft separates, dresses, tailoring, jersey and outerwear and has manufacturing experience in China, Turkey, Romania, Morocco, Bulgaria, Egypt as well as the UK.</p>	Level 3 Award in Education and Training – Highfield	
Ana Cover	Senior Tutor/Assessor	Assistant at Drakes London luxury Tailoring Company working on aspect of entire design cycle including	Highfield Level 3 Certificate in Assessing Vocational Achievement (RQF)-	

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		<p>pattern cutting, sewing, design and illustrating.</p> <p>Drakes London Freelance</p> <p><u>CPD</u> Outstanding Teaching and Learning and our practice. Embedding Equality and Diversity and Safeguarding Prevent and British Values. Understanding Radicalisation with Amy Mckee.</p> <p>OFSTED requirements Meeting</p> <p>Prevent Training</p> <p>GDPR Training</p>	<p>May 2018</p> <p>ABC Level 2 Fashion Sewing and Textiles</p> <p>ABC Level 1 Pattern cutting and Fashion Illustration</p> <p>ABC Level 1 Fashion and Textiles Diploma</p> <p>Level 3 Award in Education & Training.</p>	
Lan Leeder	Level 1 and 2 Tutor & IQA & Head of Education	<p>20 years of experience in pattern cutting for both luxury and high street markets, I am a fast learning, adaptable individual, passionate about working on quality fashion Skills and Education Group Awards External Moderation Planner Updated Aug 2019: Ofqual Conditions: C2.3; H2 Page 10 of 22 3011 ME3-ME4R</p>	<p>Education and Training</p> <p>CACHE L3 Award support teaching and learning in class</p> <p>June 2020: L3 Award in Education and Training</p> <p>May 2016- ongoing: Diploma</p>	

		<p>19 20 focused products using 3D software. I am fortunate to work for brands and suppliers, giving me a fuller understanding of the industry. I am confident using both manual and 3D pattern techniques, to create directional garments in both woven and jersey fabrics. The Fashion Technology Academy is part of Fashion Enter Ltd, which provides a wide range of technical skills with support from ASOS, Haringey Council, and Alvanon. The Fashion Technology Academy is a training provider for technical skills to ensure learners are ready for the industry</p>	<p>for Vetigraph and in-house training on Gerber</p> <p>Completed a Quality Assurance course</p>	
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Section 5 Requests for Credit Transfer / Exemption						
Current SEG Reg. ID ²	Current SEG Course ID	Unit Code(s) ³ to be claimed through credit transfer	Unit Code ⁴ to be claimed through exemption	Qualification Title including AO ⁵ e.g. OCR Level 1 Award in	Award Date dd/mm/yyyy	Certificate sent to Moderator N/Y
Comments on this section:						

Section 6 Centre Claims for Certification based on the courses listed in Section 3a of the Planner					
6.1	Number of learners registered for full qualification	10	6.3	Total number of learners claiming full qualifications at this time	10
6.2	Number of learners registered for credit	0	6.4	Total number of learners claiming credit certification at this time	0
			6.5	Total number of learners withdrawn and not planning to complete any of these units/qualifications	0
			6.6	Total number of learners continuing and planning to claim these units/qualifications at a later date	0

² If whole cohort is claiming write 'whole cohort'

³ Regulatory unit number

⁴ Regulatory unit number

Section 7 The Centre is requested to feedback on the following. This is valued information to support the review of SEG qualifications.				Y/N
7.1	Do the learning outcomes and assessment criteria provide sufficient detail on which to base assessment decisions? If not, please explain why below?	Y		
7.2	Are the levels for the qualification (s) appropriate? If not, please state which qualification and why below?	Y		
7.3	Do any assessment criteria present your learners with any barriers to achievement?	N		
If Y, please state why				
7.4	Do you expect the level of business with SEG in this curriculum area to	Increase Y	Decrease	Be same
We do expect an ongoing increase in learner numbers.				
7.5	Please add any further comments about the units, the qualification or the support given for these qualifications.			
No				
7.6	Why do you consider the SEG qualification(s) appropriate for your learners?			
The courses encourage learners to progress to higher levels or start their own small businesses. For Levels 3 and 4 we use other awarding bodies.				
7.7	Please state if you agree with the Total Qualification Time (TQT) and Guided Learning (GL) values which have been assigned to these qualifications. For each qualification delivered please tell us whether you agree (Y/N) with the (a) TQT value (b) GL value.			
A7535-01 Level 1 Award in Workers' Rights and Labour Exploitation		TQT Y	GL Y	

Section 8 Learner Review

Centres are requested to obtain feedback from learners on the areas identified below or supply details of any recent Learner perception of course (SPOC) or learner feedback.

			Y/N					
8.1 Was learner feedback received?			Y					
A sample of learners (A-F) should be interviewed and asked to score the following where 1=excellent, 2=good, 3=satisfactory, 4=poor and 5=unacceptable								
			A	B	C	D	E	F
Quality of information given about this qualification	8.2	Have you (the learner) been made fully aware of the content and requirements of the SEG qualification?	1	1	1	1	1	1
Resources supporting this qualification	8.3	Are the resources (course work materials, tasks set, facilities, staffing) supporting this course sufficient and appropriate?	2	2	2	2	2	2
Course organisation	8.4	How do you (the learner) feel the centre has organised / delivered the course?	2	2	2	2	2	2
Individual support given during the course	8.5	Have you had adequate tutor support/contact time?	2	2	2	2	2	2
Assessment process	8.6	Was the assessment and assessment process clearly explained?	1	1	1	1	1	1
	8.7	Did you receive feedback following each assessment?	1	1	1	1	1	1
8.8 Centre comments:								

Remote Report – to be completed by the External Moderator

Date Samples Received	23/10/2024
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Section 1 Administration has been omitted as not relevant to this report.

Section 2 Management and Resources (<i>only relevant sections shown</i>)		Y/N
2.4	Are sufficient and appropriately qualified and/or experienced staff members available to manage, deliver and assess the units / qualifications?	Y
2.9	What is the ratio of total learners assessed to the number of assessors and is it appropriate?	
10:1		
2.10	What is the ratio of assessors to the number of internal moderators and is it appropriate?	
1:1		
2.11 Related Comments:		
If the answer is no to any of the above questions, actions will be reflected in the Action Plan		

Section 3 Delivery, Assessment and Internal Moderation (<i>only relevant sections shown</i>)		Y/N/NA
3.8	Are the assessments set at an appropriate level?	Y
3.9	Are the assessments relevant to the qualification / unit learning outcomes?	Y
3.11	Was effective internal moderation implemented?	Y
3.12	Are internal moderation records accurate?	Y
3.13	If there are any specific assessment requirements, as published in the Qualification Guide, have these been undertaken effectively?	Y
3.14 Related Comments:		
If the answer is no to any of the above questions, actions will be reflected in the Action Plan		
<p>The centre uses the SEG workbook. As in previous years, learners' English language skills are often an issue, but the assessor manages to address this concern adequately. As a result, they are able to achieve, though answers are often brief. It is evident that learners' understanding was enhanced through class discussion. The assessor provides plenty of annotation, as well as detailed supportive feedback.</p> <p>The IQA process uses a range of SEG documents. The feedback is detailed and robust. With regard to language difficulties, the internal moderator floats the idea of using Google Translate as one means of addressing the issue, which strikes me as a good idea.</p>		

Section 4 Samples Completed								
4.1 Evidence Sample for courses listed in Section 3a								
SEG Course ID	Assessor Name	Internal Moderator (IM) Name	SEG Reg. ID	Unit Codes ⁶	Sampled by IM (Y/N)	Centre Assessment decision ⁷	Assessment decision agreed by external moderator (Y/N)	Unit sample required for SEG standardisation (Unit Code)
241047	Divya Kamrath	Lan Leeder	2131125	M/618/6051	Y	Pass	Y	
241047	Divya Kamrath	Lan Leeder	2131126	M/618/6051	N	Pass	Y	
241047	Divya Kamrath	Lan Leeder	2131127	M/618/6051	Y	Pass	Y	
241047	Divya Kamrath	Lan Leeder	2131128	M/618/6051	N	Pass	Y	
241047	Divya Kamrath	Lan Leeder	2131129	M/618/6051	N	Pass	Y	
241047	Divya Kamrath	Lan Leeder	2131130	M/618/6051	Y	Pass	Y	
Please comment on the following:								
4.2 Rationale for any changes to the centre's assessment decisions								
4.2a Task inappropriate for the following reasons:								
4.2b Learner/s not met the following assessment criteria:								
4.3 Reasons why samples requested for moderation were not available								

⁶ Regulatory unit number (sometimes referred to as a URN)

⁷ Results - P (pass/achieved), M (merit), D (distinction), F (fail)

Section 5 has been omitted from this report.

Section 6 External Moderator Comments and Recommendations

6.1 Direct Claims

Related comments on the review of internal moderation evidence for direct claimed courses, as recorded in the Planner Section 3b

A pleasingly substantial proportion of the assessments had been internally moderated. Feedback was robust and supportive. The final assessor feedback was also submitted, countersigned by the internal moderator.

6.2 Overall Summary of Moderation

It is pleasing to see this centre continuing to run this course, which is particularly valuable for those who may not be so familiar with British society and working practices.

Previously the centre has submitted by post, but on this occasion all documentation was sent electronically, with a full range of documentation for each learner, including a photo for identity purposes, though this isn't required.

It is good to see that the learner feedback indicates that learners were broadly positive about the course.

The policies are fit for purpose, though there are a small number of typographical errors in the Conflict of Interest Policy. I recommend additional proofreading, with the addition of a review date.

6.2a Centre Strengths

- Assessment
- Internal moderation

6.2b Recommendations for Improvement

6.3 Certification Claim

6.3a The centre may claim certificates for the courses as per Section 3a of the ME3 Planner

Recommendation identified with a 'Y'

Y

6.3b The centre may not claim certificates for the courses as per Section 3a of the ME3 Planner

6.3c Related Comments:

6.4 Next Moderation

6.4a Moderation Visit

Recommendation identified with a 'Y'

6.4b Remote Moderation

Y

6.4c Additional Moderation

6.4d Related Comments:

6.5 Direct Claims⁸

6.5a Approved

Recommendation identified with a 'Y'

6.5b Continued

Y

6.5c Removed

⁸ Cf SEG Policy 3000-01 Direct Claims

6.5d Not Yet Recommended	
6.5e Related Comments:	
6.6 Sanctions⁹	Recommendation identified with a 'Y'
6.6a Applied	
6.6b Continued	
6.6c Removed	
6.6d Not Applicable	Y
6.6e Related Comments:	

⁹ Cf. SEG Policy 3100-01 Sanctions

Section 7 Centre Action Plan

7.1 Previous Action Plan

Report Ref.	Action Code¹⁰	Reason	URN	Action required	Date to be completed dd/mm/yyyy	Method of Review

¹⁰ Refers to type of action where

1.1 Paperwork incomplete; 1.2 Poor communication in centre; 1.3 Poor communication with SEG

2.1 Insufficient human resource; 2.2 Insufficient physical resource; 2.3 Previous actions incomplete; 2.4 Unqualified staff

3.1 SEG conditions for assessment not met; 3.2 Assessment decisions inconsistent; 3.3 Assessment material/process disadvantaged learners; 3.4 Standard not met/internal decisions inaccurate

4 Assessment identified for standardisation not available to take away on the day

7.2 New Centre Action Plan						
Report Ref.	Action Code ¹¹	Reason	URN	Action required	Date to be completed dd/mm/yyyy	Method of Review

¹¹ Refers to type of action where

1.1 Paperwork incomplete; 1.2 Poor communication in centre; 1.3 Poor communication with SEG

2.1 Insufficient human resource; 2.2 Insufficient physical resource; 2.3 Previous actions incomplete; 2.4 Unqualified staff

3.1 SEG conditions for assessment not met; 3.2 Assessment decisions inconsistent; 3.3 Assessment material/process disadvantaged learners; 3.4 Standard not met/internal decisions inaccurate

4 Assessment identified for standardisation not available to take away on the day