

**MEETINGS FILE NOTE**

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| **MEETING** | **DATE** | **VENUE** |
| **E.V Visit Meeting** | **08/10/12** |  |

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| **PRESENT** | **APOLOGIES** |
| **M.P, B.O.J, K.S, K.H** |  |

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| **ISSUE** | **COMMENT/ACTION** |
| **Preparation for E.V**  **Visit**  **Quality Assurance Plan** | External Verifier visit 22nd October 2012  QSF form discussed.  Staff Profile  • Issues to be addressed from the QSM paper.  •Evidence that exams have sent pins.  •C.V’s and FE10’s required from T.D for course file.  •Request all grades for outstanding units. All tutors must aim at ensuring assignments are marked, graded and submitted to (M.P, K.H, K.S) for recording.  •Evidence needed to support staffing profiles meeting needs of units being delivered.  • Course reviews need to be available.  •I.V schedule available.  •Grades file to be up to date and all grades recorded.  •Arrange for all I.V’d Assignments to be made available.  •Staff discussed agenda set by E.V and highlighted areas that need organising and made available.  •Further meeting with K.S and M.P to collate relevant documentations to ensure successful visit.  Room allocation to be organised for visit.  Files to be available:  •All I.V sampling level 2 and level 3 Cache Neath / Afan  •Grades file  •Course files  •Management process via Intranet |
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| **COPIES to:** | |  | | | | | | | | |
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| **Line Manager** | |  |