



APPROVED CENTRE MONITORING VISIT REPORT

SMK Negeri 1 Cibinong

**CENTRE NUMBER
1201968**

23/05/2013

CRITERIA COVERED BY THIS REPORT

(Please tick boxes as appropriate to indicate criteria reviewed)

	Covered
General Information	✓
1. Quality Management Systems	✓
2. Resources	✓
3. Administration	✓
4. Internal Verification	✓
5. Delivery of Assessment	✓
6. Candidate Support	✓
7. Record Keeping	✓
8. Monitoring & Review	✓
9. Diversity, Equality & Access to Fair Assessment	✓
External Verifier's Comments	✓
Centre Co-ordinator's Comments	✓
Centre Action Plan	✓

Supporting Documentation

Assessment / IV Sampling Report (Form 4.1)	✓
Accreditation Monitoring Report	

System Updates

Centre status updated	✓
Qualifications added/removed	
Centre personnel details updated / added	✓

Centre Approvals (Please tick)

Qualifications

Accreditations

Quality Assured Awards (QAA)

Next reapproval date

GENERAL INFORMATION (Must be completed during every visit)

EV Name:	Mark Bartle	PIN:	0039
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Co-ordinator Name:	Mr Dadan Supriatno	PIN:	202322
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Other personnel present during visit (Name and role):

1. Mr. Dadan Supriatno - Coordinator
2. Mr. Mahdi - Assessor
3. Mr. Yadi Rahmat Karyadi – Assessor
4. Mrs. Darlina Kartika Rini – Administrator
5. Mrs. Hastanti - Interpreter

Action plan from last visit reviewed?	YES
Are there any actions outstanding since the last visit?	NO

Please comment on how actions were met and any actions outstanding:

The Agreed Action Plan has completed fully within the agreed time scale.

GENERAL INFORMATION (Cont.) (Must be completed during every visit)

Are the centre details on the database correct?	NO
Are the details of qualifications offered on the database correct?	YES
Are the assessor/IV details on the database correct? (e.g. linked to qualifications)	YES
Have there been any major changes since your last visit (e.g. new centre co-ordinator)	NO
Please provide details of any major changes:	

Is the IMI Awards plaque displayed prominently and in good condition?	Mark Bartle (IMI Awards EV) is following up to establish what has happened to the Centre approval confirmation.
Is the IMI Awards approved centre certificate current, displayed prominently and in good condition?	
Is there a current signed Centre Agreement in place?	N/A

Does the centre currently offer motor vehicle qualifications from another awarding organisation?	YES
If 'yes' please specify which awarding organisations:	
From National Accreditation Board of Indonesian Educational Department	
Since the last visit, has the centre had approval withdrawn by another awarding body?	NO
If 'yes' please provide details:	

<p>Qualifications, Accreditations and/or Quality Assured Awards being sampled during this visit:</p> <p>Level 1 Award in Vehicle Maintenance and Repair - OS100/5569/1 (LV)</p> <p><i>Please complete Form 4.1 'Assessment & Internal Verification/Moderation Sampling Report' as appropriate.</i></p>

1 – Quality Management Systems

Is there a suitable documented quality management system in place?	YES
Is there a single named point of accountability (i.e. centre co-ordinator)	YES
Is the centre co-ordinator aware of his/her responsibilities and continuing to meet them?	YES
Do the centre co-ordinator and the quality team have the support of senior management?	YES
Does the centre co-ordinator communicate with the quality team (e.g. IVs, assessors etc.) effectively?	YES
Does the centre co-ordinator communicate with the EV/IMI Awards effectively and provide notification of changes?	YES
Does the centre co-ordinator grant access to IMI Awards personnel and the qualifications/accreditations regulators as required?	YES
Is the centre co-ordinator familiar with the formal, signed, Centre Agreement?	N/A
Is the centre co-ordinator familiar with the current IMI Awards Operating Manual?	YES
Does the centre co-ordinator visit the IMI Awards website on a regular basis?	YES
Is the centre co-ordinator receiving IMI Awards centre emails and newsletters?	YES
Does the centre co-ordinator disseminate all relevant information to the quality and administration teams effectively?	YES
Does the centre co-ordinator attend the IMI Awards regional network meetings on a regular basis?	Please see comment below
Is the centre co-ordinator aware of the IMI Awards assessor and verifier update workshops?	YES
<p>Notes / Actions Required:</p> <p>Team meeting held each month – records kept and seen</p> <p>The Centre has been updated on all the latest requirements as part of the EV Visit</p> <p>The Centre may consider attending the Assessor & IV best practice workshop on KL next year. (April/May 2014).</p>	

2 – Resources

Does the centre comply with health and safety requirements?	YES
Do the centre's premises etc. allow suitable access for all (e.g. candidates, customers, staff etc.)?	YES
Are the centre's facilities, equipment etc. suitable for the qualifications offered?	YES
Are there sufficient resources, including staff, for the qualifications offered?	YES
Do all members of the quality team have sufficient time, resources and authority to carry out their roles effectively?	YES
Are there sufficient approved assessors for the qualifications offered?	YES
Are there sufficient approved internal verifiers / moderators for the qualifications offered?	YES
Is there a staff development programme in place for the quality team?	YES
Is regular (technical) CPD taking place for assessors and internal verifiers/moderators to meet qualification requirements?	YES
Are there suitable resources available to provide IMI Awards' on-line assessments?	N/A
Does the centre's invigilation policy meet IMI Awards' requirements?	N/A
Are there sufficient trained invigilators for the external/on-line assessments being offered?	N/A
<p>Notes / Actions Required:</p> <p>MV Staff have been trained to carry out safety check and maintenance of critical equipment.</p> <p>The Centre is in the process of building a new workshop. They have received grants to obtain new and up to date equipment (from Germany) and have also been donated a new Toyota car by Toyota. This Also includes CPD Training.</p> <p>Additional IV added during the EV Visit.</p> <p>CPD records are excellent.</p>	

3 – Administration

Is the IMI Awards web portal used for registration and claims?	YES
Are all candidate registrations and claims made correctly?	YES
Are details of assessment outcomes held and processed correctly?	YES
Does the centre track the progress of candidates towards their target qualification?	YES
Are centre personnel aware of the requirements relating to Unique Learner Numbers (ULN) and Personal Learning Records (PLR)?	N/A
Are there arrangements in place to obtain candidates' ULN?	N/A
Do centre personnel understand the award, accumulation and transfer of credits for QCF units and/or qualifications?	N/A
Have any proxies been claimed against on-line assessments? * <i>(If 'Yes' please sample claims and record details below)</i>	NO
Have any exemptions been claimed against units? * <i>(If 'Yes' please sample claims and record details below)</i>	NO
Have any applications been made for special arrangements/ considerations? * <i>(If 'Yes' please sample applications and record details below)</i>	NO
Notes / Actions Required: * since last visit	

4 – Internal Verification

Does the centre have a suitable internal verification strategy?	YES
Do the centre's internal verification procedures meet IMI Awards' requirements?	YES
Are the roles, responsibilities, authorities and accountabilities of the internal verification team clearly defined, allocated and understood?	YES
Does each internal verifier/moderator understand the requirements of the qualifications/accreditations they internally verify?	YES
Is there a current internal verification sampling plan in place?	YES
Is effective internal verification being carried out?	YES
Are all internal verification activities recorded correctly?	YES
Notes / Actions Required: The Centre will be reviewing its IV Sampling Strategy ready for the new intake of candidates in July this year. Advice has been given to simplify the IV Sampling system	

6 – Candidate Support

Are candidates given accurate information, advice and guidance about their qualifications/accreditations (i.e. IMIAL Candidate Guidance Notes)?	YES
Is the complaints and appeals procedure made available to all candidates?	YES
Are candidates' development needs and prior achievements matched against qualification/accreditation requirements?	YES
Is candidates' prior learning recognised as appropriate?	YES
Are candidates' individual assessment plans established, reviewed and revised?	YES
Are opportunities for credit transfer and exemption maximised for QCF units and qualifications?	N/A
Are particular assessment requirements of candidates identified and met?	YES
Are candidates given guidance to support post qualification and/or unit progression?	YES
Notes / Actions Required: The Centre is very supportive with the candidates and gives them advice and guidance for future development.	

7 – Record Keeping

Are candidate details and records of achievement completed accurately and stored securely?	YES
Is information relating to candidate registration and certification available for the purposes of auditing?	YES
Are records of internal verification/moderation activities maintained and available for inspection?	YES
Are all records of assessments (e.g. portfolios) available for external verification/moderation as required?	YES
Are records of external/on-line assessments, including invigilation, maintained and available for inspection?	N/A
Is information (including evidence) relating to proxies/exemptions claimed available for the purposes of auditing?	N/A
Is information (including evidence) relating to special arrangements and special considerations claimed available for the purposes of auditing?	N/A
Are records of assessor and internal verifier CPD maintained and available for inspection?	YES
Is candidate assessment information (e.g. portfolios) stored securely?	YES
Are appropriate archives of assessment information and internal verification kept at the centre?	YES
<p>Notes / Actions Required:</p> <p>The Centres records of Assessment, IV Sampling are excellent.</p>	

8 – Monitoring and Review

Does the centre monitor performance against its customer service statement?	YES
Is the effectiveness of the centre's internal verification/moderation strategy reviewed against IMI Awards and qualification requirements?	YES
Are subcontracted services monitored to ensure that all requirements are met (e.g. service level agreements)	N/A
Does the centre monitor alternative assessment sites (e.g. work placements) effectively?	YES
Are candidates' achievements monitored and reviewed in relation to the centre's stated equal opportunities policy.	YES
Is candidate, employer and other feedback used to evaluate the quality and effectiveness of the qualification provision?	YES
<p>Notes / Actions Required:</p> <p>The above is completed to a good standard.</p>	

9 – Diversity, Equality and Access to Fair Assessment

Does the centre monitor the effectiveness of their equal opportunities policy for all clients, candidates and staff?	YES
Does the candidate enrolment system support the need for equal opportunities monitoring data?	YES
Where outside providers are used (e.g. work placements), does the centre ensure that its equal opportunities policy is being implemented?	N/A
Does the centre monitor the effectiveness of its policy for appropriate access and fair assessment?	YES
Does the centre collect sufficient data to enable IMI Awards to monitor and evaluate its compliance with requirements for diversity and equality?	YES
<p>Notes / Actions Required:</p> <p>The Centre is keeping good information to monitor the effectiveness of Equal Opportunities policy.</p>	

External Verifier's comments:

The Visit today to SMK Negeri 1 Cibinong has been a very important one for the Centre and IMI Awards. It has been one full year since I visited the Centre to complete the formal approval in April last year.

The visit has allowed me to check on the progress that the Centre has made in the last year. I am pleased to report that the Centre has made excellent progress in this time. In reviewing the Candidates portfolios it is evident the Centre staff have worked very hard to deliver and assess the qualifications to a very high standard. The quality of the work presented by the candidates is also of a very high standard. To support this, the Internal Verifier has worked very hard with setting a good standard through the IV Sampling plans and Sampling reports. To Certain extent this has been overdone, so time has been spent during the visit on how to manage the IV Sampling system more efficiently in future.

The Centres records are impressive, and it was good to note the first class records kept of CPD for each member of staff.

A lasting memory for me has been meeting the Candidates first of all formally this morning and later this afternoon in the workshop. Their enthusiasm is fantastic, and this has been reflected in many ways through the presentation by one of them in perfect English and by talking to them as individuals this afternoon when demonstrating the use of their new Diagnostic Scan tool and a vehicle donated by Toyota to the Centre. I must say that their level of spoken English is impressive.

Time has been spent with the Centre Administrator Darlina Kartika Rini taking her through the Certification claim process and some of the other functions and reports available on the IMI Awards Portal 2.

The Centre has reported to me that of 62 Candidates registered with us all have achieved the standard for Certification, even more important is being told how many have now got employment with major companies as follows:-

Astra International Motors 15 Candidates

Kia Motors 9 Candidates

Astra Otoparts 18 Candidates

Mercedes Benz 3

On Job training to Japan Industrial Economic Council in Japan for 3 years 14 Candidate.

One Candidate has been accepted into Public Polytechnic Jakarta

One Candidate has been accepted into Public Polytechnic Bandung with a scholarship

This is a fantastic achievement for the Centre and their Candidates and I would like to express by congratulations to them on their success.

On the bases of above and the content of the report, I have had the pleasure of recommending that the Centre is granted Direct Claim for Certification of the Level 1 Light Vehicle programme from now on (email sent to IMI Awards requesting this was done during the visit).

I would like to thank Mr Dadan Supriatno and all the staff at the Centre for their help, enthusiasm, co-operation and hospitality during the visit; this has been very much appreciated.

Mark Bartle – 0039

23rd May 2013

Centre Co-ordinator's comments:

We would like to thank Mr. Mark Bartle.

Thank you to all our team at SMKN 1 Cibinong also.

All the improvement and progress at this school are a reflection of the good cooperation and hard working conducted by this team.

We realize that there are still a lot of things that need to be improved, but we believe that with a good cooperation and hard working we can make all things better. Hopefully, this good cooperation with IMI Awards can be improved further.

We consider that the teacher need to develop to improved in future. And the facilities need more improvement in all areas for the better future.

Mr Dadan Supriatno – 202322

23/05/13

ACTION PLAN

Action Required (Criteria Ref)	Completion Date
There has been no requirement for a formal action plan to be set following this visit. – However please follow all advice and guidance given during the visit.	Click here to enter a date.
--	Click here to enter a date.
--	Click here to enter a date.
--	Click here to enter a date.
--	Click here to enter a date.
--	Click here to enter a date.

Sanction Details/Conditions:	Sanction Level
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EV Name:	Mark Bartle	PIN:	0039
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DECLARATION – To be completed by the Centre Co-ordinator:

I have reviewed this monitoring report and I agree to carry out the actions specified above by the dates indicated:

Name:	Dadan Supriatno	PIN:	202322
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Date:	23/05/2013
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Date of next visit:	TBA
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ASSESSMENT & INTERNAL VERIFICATION/MODERATION SAMPLING REPORT

Centre Name:	SMK Negeri 1 Cibinong	Centre No:	1201968
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Assessor Names:	1	Mahdi	Assessor PINs:	1	202351
	2			2	
	3			3	
	4			4	
	5			5	
IV Names:	1	Dadan Supriatno	IV PINs:	1	202322
	2			2	
	3			3	
Candidate Names:	1	Andri Rusdiawan	Candidate No's:	1	08200912
	2	Fajar Bahari		2	08900912
	3			3	
	4			4	
	5			5	
	6			6	
	7			7	
	8			8	
Qualification Titles:	1	Level 1 Award in Vehicle Maintenance and Repair	Qualification No's:	1	OS100/5569/1 (LV)
	2			2	
	3			3	
	4			4	
Units Sampled:	Full range of units in the qualification				

INTERNAL VERIFICATION / MODERATION CHECKLIST

Is sufficient time allocated and authority granted for the internal verifier/moderator to complete all requirements of the role?	YES
Please provide details: <p style="text-align: center;">Time is allocated to complete the IV Sampling</p>	
Has the internal verifier/moderator developed an effective sampling plan that meets qualification/accreditation requirements?	YES
Please provide details of the system being used: <p style="text-align: center;">The Centre is using IMI Awards Form 25</p>	
Has the internal verifier/moderator implemented the sampling plan?	YES
Please provide details of the effectiveness of sampling: <p>This has been implemented – However time has been spent with the centre helping them to simplify the system in future.</p>	
Are all internal verification/moderation activities recorded correctly?	YES
Please provide details of the effectiveness of support: <p>The Centre has used Forms 26 & 27 – they have now started to replace these with Form 28</p>	
Does the internal verifier/moderator provide support, guidance and constructive feedback to assessors?	YES
Please provide details of the effectiveness of support: <p style="text-align: center;">The Internal Verifier gives support and advice to the Assessor.</p>	

Feedback/action plan given to internal verifier/moderator: <p>Following today's visit, please follow the advice given to help make the system simpler and more efficient.</p>

ASSESSMENT CHECKLIST

Has the assessor proven occupational competence and capability to assess?

YES

If 'no', please provide details of action taken/required:

Description of assessment methods sampled:

Practical Assessments & Written Papers.

Did the assessor:

	Yes	No	N/A
• Plan assessments correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Ensure that assessments were appropriate to the unit(s) being assessed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Ensure that the candidate understood what was expected	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Assess accurately against the qualification/accreditation requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Ask appropriate questions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Give clear constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Agree further action with the candidate (if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Sampling Checklist:

	Yes	No	N/A
• Candidate registered correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Candidate notified of complaints and appeals procedure	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Records legible, accurate and stored securely	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• IV, assessor signatures verified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence tracked and referenced correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Evidence valid, reliable, sufficient, authentic and current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Learning outcomes / performance objectives met	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Underpinning knowledge criteria met	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sampling Checklist (Continued):

	Yes	No	N/A
• Practical assessments completed correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• On-line knowledge assessments completed correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Written knowledge assessments completed correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Assessment records completed and up to date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All evidence signed by assessor(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rules of combination met (where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Certificate claimed correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments on assessor judgements (including assessor observation as appropriate):

The evidence presented by the candidates is of a very good standard. In the main this has been assessed to a very good standard. However there is a lack of supportive feedback to the Candidate.

Feedback/Action Plan given to assessor(s):

ADVICE:- In future it is essential to give supportive feedback to candidates as this helps with their development and learning process.

Feedback/Action Plan given to the Centre Co-ordinator:

Please see above comments

Cross reference to the action plan in the 'Approved Centre Monitoring Visit Report' as appropriate.

EV Name:	Mark Bartle	PIN:	0039	Date:	23 rd May 2013
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Centre Details

Personal Details

Centre Name : **SMK Negeri 1 Cibinong**

Centre Number : **1201968**

Address 1 : JL Karadenan No7

Address 2 : Cibinong

City / Town : Bogor

County : **Jawa Barat (West Java)**
Indonesia

Postcode : 16913

Telephone : 6225 1866 3846

License

Reapproved : 30/11/2014

Date

Last Visit :
Date

External Verifier : Mark Bartle

Centre Co-ordinator Details

Name : **Mr Dadan Supriatno**

Job Title : **Vice Principal of Industrial Relationship**

Tel/Mobile : +6281 790 41341

Email : dadansupriatno@yahoo.co.id

Administrator Details

Name : **Darlina Kartika Rini**

Job Title : **Administrator**

Tel/Mobile : +6281 6715066

Email : rien_dkartikar@yahoo.com

Additional Contact Details

Name :

Job Title :

Tel/Mobile :

Email :

Buss Development Details

Name :

Job Title :

Tel/Mobile :

Email :

ATA Contact Details

Name :

Job Title :

Tel/Mobile :

Email :

QAA Contact Details

Name :

Job Title :

Tel/Mobile :

Email :

Qualifications

Qualification Number	Title	Category	Level	Total Units	Mandatory	Optional Units required	Direct Claim	Reg Start Date	Reg End Date	Cert End Date
OS100/5568/X (LV)	Certificate in Vehicle Maintenance and Repair Light Vehicle	Qualifications	2	10	7	0	No	25/05/2011		
OS100/5569/1 (LV)	Award in Vehicle Maintenance and Repair	Qualifications	1	7	7	0	No	25/08/2011		

Qualifications Linked Centre (WP1 DATA)

Qualification Number	Title	Category	Level	Total Units	Mandatory	Optional Units required	Direct Claim	Reg Start Date	Reg End Date	Cert End Date
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No Qualifications Found.

Centre Personnel

PIN	Title	Firstname	Surname	Role	Email ID	View	Invigilation	Admin (Reg&Claim)
202322	Mr	Dadan	Supriatno	Centre Co-ordinator	dadansupriatno@yahoo.co.id	YES	YES	YES
202352	Mr	Yadi Rahmat	Karyadi	Assessor	yadirahmatkaryadi@gmail.com	YES	YES	NO
202351	Mr	M	Mahdi	Assessor	mahdiauto1@yahoo.com	YES	YES	NO
202887	Mr	Deden	Sutrisno	Assessor	kangedoy2000@yahoo.com	YES	NO	NO
202835	Mrs	Darlina Kartika	Rini	Administrator	rien_dkartikar@yahoo.com	YES	NO	YES
202355	Mr	Yudi	Setiawan	Invigilator	yudistim@yahoo.co.id	YES	YES	NO
202356	Mr	Cecep	Suparman	Invigilator	cecepsuparman@yahoo.com	YES	YES	NO
202354	Mr	Ujang	Tohari	Invigilator	Uthe_hubin@yahoo.co.id	YES	YES	NO
202888	Mr	Miswan	Wahyudi	Invigilator		YES	YES	NO

Please up date in **Yellow** add in Blue and remove in **Red** above.

Mark Bartle – 0039

23rd May 2013