



**NEW CENTRE APPROVAL
VISIT REPORT**

SMK Negeri 1 Cibinong

**Date
30.04.12**

CRITERIA COVERED BY THIS REPORT

(Please tick boxes as appropriate – all criteria must be 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	✓

Approvals Requested (Please tick)

Qualifications

 Accreditations

 Quality Assured Awards (QAA)

Supporting Documentation

Qualifications Approved (Form 6)	Already completed and approved
Accreditation Conditional Approval Report (Form 2.1 / 2.5)	
QAA Programmes Approved (Form 6.1)	
Assessor and Internal Verifier Approval (Form 7)	Already completed and approved
Centre Personnel Approval (Form 8)	Already completed and approved

GENERAL INFORMATION (Must be completed during approval visit)**CENTRE DETAILS** (As to appear on the IMIAL database)

Centre Name:	SMK Negeri 1 Cibinong
Centre Address:	Jl. Karadenan No. 7, Cibinong, Bogor, West java, Indonesia
Post Code:	16913
Tel No:	+622518663846
Fax No:	+622518665558
Website:	www.smkn1cibinong.org.id

CENTRE CO-ORDINATOR DETAILS (As to appear on the IMIAL database)

Co-ordinator Name:	Mr. DADAN SUPRIATNO
Position:	Head Of Automotive Department
Tel No:	+622518663846
Mobile No:	+628179041341
Email:	dadansupriatno@yahoo.co.id

Note: The email address provided must be the company email address designated to the centre co-ordinator. Generic company emails or personal emails are not acceptable

OTHER CENTRE PERSONNEL DETAILS (As to appear on the IMIAL database)

Name:	Mrs. Darlina Kartika Rini
Position:	Administrator / Physics Teacher
Tel No:	+622518663846
Mobile No:	+62816715066
Email:	rien_dkartikar@yahoo.com

Name:	Mrs. Meisye Yeti S.
Position:	Vice principal of school development
Tel No:	+622518663846
Mobile No:	+628128842900
Email:	meisye27@yahoo.com

Name:	Mr. Mahdi
Position:	Automotive Teacher
Tel No:	+622518663846
Mobile No:	+628310402055
Email:	Mahdiauto1@yahoo.com

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	
Has the centre ever had approval withdrawn by another awarding body?	NO
If 'yes' please provide details:	

1 – Quality Management Systems

Does the centre have clearly stated aims, policies and procedures in relation to becoming an IMI Awards approved assessment centre?	YES
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?	YES
Are the roles, responsibilities and accountabilities of the assessment and verification team defined clearly, allocated and understood throughout?	YES
Does 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 agree to communicate with the EV/IMI Awards effectively and to provide notification of any changes?	YES
Does the centre co-ordinator agree to grant access to IMI Awards personnel and the qualifications/accreditations regulators as required?	YES
Does the centre co-ordinator agree to disseminate all relevant information to the quality and administration teams effectively?	YES
Is the centre co-ordinator aware of the importance of the IMI Awards Operating Manual and visiting the IMI Awards website on a regular basis?	YES
Will the centre co-ordinator read/distribute IMI Awards centre emails attend the IMI Awards regional network meetings on a regular basis?	YES

Notes / Evidence / Actions Required:

We have discussed the requirements in detail and the Centre has processes and procedures in place. They have also agreed to keep records of all meetings etc.

2 – Resources

Does the centre comply with health and safety (H&S) 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/ accreditations to be offered?	YES
Are there sufficient resources, including staff, for the qualifications/ accreditations to be 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/ accreditations to be offered?	YES
Are there sufficient approved internal verifiers for the qualifications/ accreditations to be offered?	YES
Is there a staff development programme in place for the quality team?	YES
Will regular (technical) CPD take place for assessors and internal verifiers to meet qualification/ accreditation 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 to be offered?	N/A
<p>Notes / Actions Required:</p> <p>I have given the centre advice and guidance regarding H&S requirements.</p> <p>CPD requirements also advised.</p>	

3 – Administration

Will the IMI Awards web portal be used for registration and claims?	YES
Are centre personnel aware of the process for candidate registrations and claims?	YES
Are centre personnel aware of the importance of candidate registrations and claims being made correctly?	YES
Does the centre have a process to track the progress of candidates towards their target qualification/accreditation?	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
Are centre personnel aware of the process to claim proxies against on-line assessments?	N/A
Are centre personnel aware of the process to apply for special arrangements/ considerations?	N/A
<p>Notes / Actions Required:</p> <p>I have spent time explaining to the College staff the process for Registration of Candidate. Including the use of the Portal system.</p>	

4 – Internal Verification

Does the centre have a suitable internal verification strategy?	This will be introduced on the next visit
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 understand the requirements of the qualifications/accreditations they will internally verify?	YES
Is there a procedure to put an internal verification sampling plan in place?	YES
Is there a process to ensure that effective internal verification will be carried out?	YES
Is there a process to ensure that all internal verification activities will be recorded correctly?	YES
Notes / Actions Required: The Centre will be using IMI Awards Forms 25 & 28 for Internal Verification. Staff are allocated students	

5 – Delivery of Assessment

Are the roles, responsibilities, authorities and accountabilities of the assessment team clearly defined, allocated and understood?	YES
Does each assessor understand the requirements of the qualifications/ accreditations they will assess?	YES
Is there a process to ensure that all assessments will meet the requirements of each qualifications'/accreditations' assessment strategy?	YES
Is there a process to ensure that all assessments to be carried out will meet IMI Awards' requirements?	YES
Is there a process to ensure that all assessment decisions will be recorded accurately?	YES
Are there arrangements in place that will allow for the recognition of prior learning (RPL) where appropriate?	YES
Do centre personnel understand the processes for developing and using centre devised assessments where appropriate?	N/A

Notes / Actions Required:

A lot of time has been spent in this area explaining the process and procedures required for the successful completion and assessment of the qualifications.

6 – Candidate Support

Will candidates be given accurate information, advice and guidance about their qualifications/accreditations (i.e. IMIAL Candidate Guidance Notes)?	YES
Does the centre have a formal complaints and appeals procedure?	YES
Will the complaints and appeals procedure be made available to all candidates?	YES
Will candidates' development needs and prior achievements be matched against qualification/accreditation requirements?	YES
Will candidates' individual assessment plans be established, reviewed and revised?	YES
Will opportunities for credit transfer and exemption be maximised for QCF units and qualifications?	N/A
Will particular assessment requirements of candidates be identified and met?	YES
Will candidates be given guidance to support post qualification and/or unit progression?	YES
<p>Notes / Actions Required:</p> <p>Centre has been given advice and guidance + Copies of exemplar documents.</p>	

7 – Record Keeping

Will candidate details and records of achievement be completed accurately and stored securely?	YES
Will information relating to candidate registration and certification be made available for the purposes of auditing?	YES
Will records of internal verification activities be maintained and made available for inspection?	YES
Will all records of assessments (e.g. portfolios) be made available for external verification as required?	YES
Will records of external/on-line assessments, including invigilation, be maintained and made available for inspection?	N/A
Will information (including evidence) relating to proxies/exemptions claimed be made available for the purposes of auditing?	N/A
Will information (including evidence) relating to special arrangements and special considerations be made available for the purposes of auditing?	N/A
Will records of assessor and internal verifier CPD be maintained and made available for inspection?	YES
Will candidate assessment information (e.g. portfolios) be stored securely?	YES
Will appropriate archives of assessment information and internal verification be kept at the centre?	YES
<p>Notes / Actions Required:</p> <p>All requirements have been discussed in full.</p> <p>Candidate Assessment Summary + Internal Verification records must be kept for 5 Years.</p>	

8 – Monitoring and Review

Does the centre monitor performance against its customer service statement?	YES
Will the effectiveness of the centre's internal verification strategy be reviewed against IMI Awards and qualification requirements?	This will be introduced on the next visit
Will subcontracted services be monitored to ensure that all requirements are met (e.g. service level agreements)	NO
Will the centre monitor alternative assessment sites (e.g. work placements) effectively?	N/A
Will candidates' achievements be monitored and reviewed in relation to the centre's stated equal opportunities policy.	YES
Will candidate, employer and other feedback be used to evaluate the quality and effectiveness of the qualification/accreditation provision?	YES
<p>Notes / Actions Required:</p> <p>The College has a Mission Statement.</p> <p>Student surveys are completed twice per year</p> <p>Industry evaluation is completed each year</p>	

9 – Diversity, Equality and Access to Fair Assessment

Will the centre monitor the effectiveness of their equal opportunities policy for all clients, candidates and staff?	YES
Will the candidate enrolment system support the need for equal opportunities monitoring data?	YES
Where outside providers are to be used (e.g. work placements), will the centre ensure that its equal opportunities policy is being implemented?	N/A
Will the centre monitor the effectiveness of its policy for appropriate access and fair assessment?	YES
Will 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>Reviewed above requirements with the Centre. These are in place.</p>	

External Verifier's Comments:

The visit to Centre today has been for the Full formal Approval of the Centre.

First of all I would like to thank all the Staff for their help, co-operation and hospitality during the visit. It is a day in which we have done a lot hard development work and at the same time we have had some good times having some jokes at times to help make the day enjoyable.

On the serious side of things we have achieved a lot. It will take time for the Centre to develop and be fully comfortable with all our requirements. Hopefully this will become easier each time we meet in the future.

The Centre sets high standard to help develop the students to be able to gain a career in the Motor industry.

We have reviewed the requirements of the qualifications and the systems and procedures that the Centre need to put in place. These procedures and systems will take time and I hope to be able to move the Centre forward with this each time I visit in the future.

I would like to recommend that the Centre is approved to be an "IMI Awards Approved Assessment Centre"

I have advised the Centre that Direct Claim for Certification is not granted until we are fully satisfied that the Centre standards of Assessment and Internal Verification meet IMI Awards requirements. Direct Claim status will be given on a qualification by qualification basis.

Finally I look forward to the Centre working together with IMI Awards in the future, as the Centre develops further with the qualifications that they have been approved for.

Mark Bartle – 0039

30th April 2012

Centre Co-ordinator's Comments:

This task is very challenging for us. It needs seriousness, team commitment and support from the principal, institution and government to accomplish. We hope we can finish all the tasks and our students' skill gain international industry's acceptance. We've got clear pictures of what to do from the external verifier and that is very assisting. The relax atmosphere he has created makes the job looks lighter to cope with. We hope these all result in an approval from IMI Award for Centre Approval. We are proud to gain a trust from IMI Award to be the first approved centre in Indonesia.

Dadan Supriatno-202322

30th April, 2012

ACTION PLAN

Action Required (Criteria Ref)	Completion Date
The Centre need to develop its own Fair Access and Assessment Policy Please see Operating Manual Section 2.6 Page 2 “Developing Policies, Practices and Procedures”	By the end of May 2012
Centre need to complete additional Form 8’s for Additional Administration Staff and Form 7’s for additional Assessors/IV’s – These are to be sent to me in Microsoft Word Format (markb@imiawards.org.uk)	By the end of May 2012
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Recommendations for Approval:

I would like to recommend that the Centre is approved to be an “IMI Awards Approved Assessment Centre” for the qualification listed on the Centre Details report attached below.

EV Name:		PIN:	
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DECLARATION – To be completed by the Centre Co-ordinator:

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

Name:		Signature:	
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Date:	
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Date of next visit:	
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Centre Details

Personal Details

Centre Name : **SMK Negeri 1 Cibinong**

Centre Number : **1201968**

Address 1 : JL Karadenan No7 Cibinong

Address 2 : Bogor - Jawa Barat

City / Town : Indonesia

County :

Postcode : 16913

Telephone : 6225 1866 3846

License

Reapproved : 30/11/2014
Date

Last Visit :
Date

External Verifier : Mark Bartle

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 :

Centre Co-ordinator Details

Name : **Mr Dadan Supriatno**

Job Title : **Chairman of Automotive Skill Competency**

Tel/Mobile : **+628179041341**

Email : **dadansupriatno@yahoo.co.id**

QAA Contact Details

Name :

Job Title :

Tel/Mobile :

Email :

Administrator Details

Name : **MRS. DARLINA KARTIKA RINI**

Job Title : **Administrator**

Tel/Mobile : **+62816715066**

Email : **rien_dkartikar@yahoo.com**

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
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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
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

Please add in **Blue** above.

Mark Bartle – 0039

30th April 2012