

**CENTRE DETAILS & CERTIFICATION**

<b>REPORT DETAILS</b>	
<b>Report Type</b>	First Sampling
<b>Centre Name</b>	NORTH KENT COLLEGE
<b>Centre Number</b>	61159
<b>Standards Verifier (EE) Name</b>	MR D TRICKETT
<b>AA Number</b>	529019
<b>Has Been Submitted</b>	Yes

<b>VISIT DETAILS</b>	
<b>Date Of Sampling</b>	08/05/2019
<b>Feedback Presented To</b>	Steve Crockford
<b>Designation</b>	Programme Leader

PROGRAMME EVALUATION SUMMARY			
Programme No.	Programme Title	No. of Reg.	Status
ML567	GENERAL ENGINEERING (QCF)	0	Released

## External Examiner Online Report A

## SUMMARY OF ACTIONS

**Action Points From Last Report**

No actions were set in 2018.

**Summary of Essential Actions**

No essential actions raised by the external examiner.

**Summary of Recommendations****Management of Academic Standards**

Make reference to the student appeals procedure within the students BTEC Higher National handbook.

**By Date** 01/10/2019

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### General Comments

**Mention any points you may wish to make, including:**

**comments on administration; communication with the centre; access to material needed to carry out the external examination; and comments about how the centre is meeting the expectations of the QAA Code of Practice and addressing the Academic Infrastructure.**

The centre is now well established in the delivery of Higher National QCF Engineering programme. The centre responded very well to the requests for information and details for the planning of the external examiner visit. All requests for material and information were well arranged with full access provided.

### Areas of Good Practice

**Identify any areas of particularly good practice mentioned in other sections of this report.**

North Kent College offers a very friendly environment for students to complete their studies. Students were complimentary about the support they received from the staff. The centre also has some very good engineering facilities to deliver the Higher National Engineering qualifications which includes workshops, engineering labs, computer rooms and well-equipped classrooms.

**DETAILED COMMENTS****Management of Academic Standards**

**Comment on the presence of effective management procedures that are supported by appropriate systems and policies. Make specific reference to the management of any programmes run on a collaborative basis in other institutions.**

**Comment also on the operation of assessment meetings, including:**

- the fairness and consistency of decisions
- the decision making process
- administrative support for the meetings
- the scope of the minutes of previous meetings
- the organisation and conduct of the meetings.

North Kent College has appropriate systems and a full range of policies in place to manage the Higher National General Engineering QCF programme. The engineering department has sufficient qualified staff delivering the engineering programmes, a full set of CVs were made available for the team during the visit. The College has an academic board for all higher national programmes and meeting details were available within the engineering course file. The College has effective policies and procedures in place to support late submissions, extenuating circumstances, appeals, plagiarism, internal quality assurance and referrals. Details of these processes are made available during the student induction sessions with the majority published in the student handbook. The engineering team has a well-established verification system in place to ensure assessment decisions are fairly applied to all students and staff are consistent with their grading across the engineering programme. Electronic and paper files containing records of assignment brief verification and marking verification were made available for all units being delivered by the college. In all cases verification records demonstrated the effectiveness of these procedures and all documentation presented was very clear and auditable. Team meetings are well organised at North Kent College to ensure effective programme management. The HN team has suitable academic support for the programmes on offer and staff have sufficient time to deliver the Higher National engineering qualifications.

**Recommendation**

Make reference to the student appeals procedure within the students BTEC Higher National handbook.

**By Date** 01/10/2019

**Effectiveness of Assessment Instruments**

**State, for each programme, whether the design and nature of the assessments permit the aims and learning objectives of the programme to be met and are of a standard appropriate to the qualification level.**

The assignments produced by North Kent College for the QCF qualification are well designed to assess the published criteria and appropriate opportunities are provided to the students to achieve the merit and distinction grades through effective contextualisation. When interviewed, students positively commented on the clarity of merit and distinction guidance within assignments and readily identified the type of evidence needed for these higher grades. The assessment tasks set provide the students with a range of opportunities to demonstrate their knowledge including calculations, report writing, applying IT and designing systems. Across the QCF engineering programme there were sufficient assignments for each unit. Assessment schedules were well planned to ensure a realistic work load for the students. The centre have made good progress in using Moodle as a platform to upload student assignments. In all cases verification of assignment briefs and the verification of marking meets the awarding body requirements for the QCF awards.

**Maintenance and Audit of Records**

**State whether the procedure for maintaining and auditing assessment records is secure and effective.**

Records for internal verification of briefs and marking at North Kent College were complete and made fully available to the external examiner during the visit to the centre, since the last visit the centre have introduced an electronic process for tracking internal verification of assignment briefs and marking. All documents were easy to follow, used the Pearson recommended format and provided a detailed audit trail for all verification activities. Record keeping procedures at the centre fully meets the awarding body requirements.

**Registration and Certification Claims**

**Summarise the process for ensuring that student registration and certification is accurate and monitored effectively.**

Across the college student registrations are managed by the programme leader, tutors and examination

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office. In all cases student records were accurate and up-to-date. The students at the centre complete an enrolment process and then have to be interviewed by a member of the engineering staff prior to full enrolment. Staff members at the centre are fully aware of the procedures and the importance of checking student details for both initial registrations and the claiming of awards. During the visit staff members fully explained these processes. Higher national registrations are compiled and checked by the programme leaders for the engineering courses and then passed to the higher national examination department for processing. Similar systems and procedures are in place to check all registrations when they are returned from the awarding body. The centre uses two members of staff to ensure all awards are accurately claimed and checked prior to submission.

### Student Support and Review

#### Key areas to discuss include:

- The assessment process, assessment feedback to students
- The quality of teaching, the expertise and experience of staff
- Physical resources and learning support for the programme
- Tutorial and pastoral support
- Opportunities for students to give feedback on their programme
- For HN programmes, summarise the views expressed by students, including favourable comments and any concerns raised
- Summary of discussions with staff

During the visit the college made arrangements for the external examiner to meet with a group of students. They explained how the induction process had fully prepared them for their course of study. The college has appropriate accommodation for the students to study privately. The HN course handbooks provided all the necessary information to complete the course and provide details on course structure, units available, plagiarism, late work and resubmissions. The range of assignments set for the programme provided the students with good opportunities to demonstrate their skills including calculations, design work, report writing and approaches to electrical and mechanical engineering. Students explained the higher order merit and distinction grades and were knowledgeable on type of evidence that must be produced for this level of work. The students commented positively on the level of feedback from the tutors and identified how the comments demonstrated what they had achieved, in many cases tutors provided additional detailed verbal feedback on assignments. The group were also aware of pastoral support mechanisms available at the college and felt confident to approach staff if necessary. The college classrooms and workshops are very well resourced with modern equipment to support the Higher National Engineering programme on offer. The equipment included electronic design boards, 3-D printers, CNC and conventional manufacturing equipment plus a full range of computers with supporting engineering design software. Since the last visit the College have updated all student laptops to a higher specification. During the visit the students explained how the resources had supported their study programmes and allowed them to develop new skills. In all cases they were sufficient resources to support the assessment methods and assignment were evenly scheduled across the year; marked work was normally returned promptly. Students acknowledge that if they had concerns about the course they could approach the teaching team. The college provides regular surveys as an alternative method of feedback.