

Centre Monitoring Activity Checklist

Prior to completing the Centre Monitoring report form, check that the following policies/procedures are up to date:

Checklist Item	Up to date (✓)
Organisational Structure (incl. tutors, assessors, IQAs per qualification)	☐
Complaints Policy/Process (learner-accessible)	☐
Conflicts of Interest Policy and Activity Log	☐
Equality and Diversity Policy or Statement	☐
Malpractice and Maladministration Policy + Staff Awareness Evidence	☐
Recognition of Prior Learning Policy	☐
Reasonable Adjustments & Special Considerations Policy + Records (Gateway Qualifications only)	☐
Safeguarding and SEND Policy/Statement	☐
Staff CPD and Training Statement/Evidence	☐
Learner Recruitment and Induction Policy + Evidence of recent inductions	☐
Tutor/Assessor and IQA Record-Keeping Process Description	☐
Completed Annual Plan Spreadsheet	☐

Staff to be available for EQA meeting

Checklist Item	Completed (✓)
Quality Assurance Contact	☐
Staff handling registration and certification	☐
Lead IQA(s)	☐
Tutor/Assessors (if applicable – the EQA will confirm this)	☐

Centre Monitoring Activity Report form Preparation

Centre Details

Checklist Item	Completed (✓)
Update all open actions	☐
Attach up-to-date policies and procedures If any are not up-to-date, confirm the reasons why and when they will be	☐
Attach completed Annual Plan	☐

Centre Management

Checklist Item	Completed (✓)
Organisational structure (incl. tutor/assessor/IQA roles)	☐
Staff application of policies/procedures	☐
Prism reflects current structure • Ensure all staff CVs are up to date and attached to their staff details on Prism • Ensure all staff roles are accurate for each qualification	☐
Internal communication and role change awareness	☐
Disclosure of sanctions from other awarding bodies	☐
Learner recruitment and induction processes	☐
Registration and certification processes	☐
Tutor/Assessor/IQA record-keeping systems	☐
Planning and resourcing arrangements	☐
Staff CPD and training records	☐
IT systems and data protection measures	☐
Adequate staffing for delivery and QA	☐
Learner profiles aligned with qualification purpose	☐
Delivery models and planning (GLH/TQT)	☐
Programme delivery resources	☐
Learner support mechanisms	☐
Equality arrangements	☐
Satellite/assessment site details	☐

Internal Quality Assurance

Checklist Item	Completed (✓/X)
Assessment and QA arrangements	☐
Sampling plans and documentation	☐
Actions implemented from last EQA activity	☐

Facilities and Resources

Checklist Item	Completed (✓)
Physical/digital resources and maintenance	☐
Learner access to current learning materials	☐
Health & Safety policies/training	☐
Safeguarding and Prevent arrangements	☐

Management of External Assessments (if applicable)

Checklist Item	Completed (✓)
Secure handling of assessment papers	☐
Trained staff for external assessments	☐
Identity verification processes	☐
Suitable assessment room setup	☐
Signed invigilator reports and attendance records	☐

Useful links:

- [Centre Monitoring Guidance](#)
- [How to locate your EQAs on Prism](#)
- [Response to action form recording](#)
- [How to complete your centre monitoring activity form](#)
- [Annual Plans webpage](#)