

ETQA SITE AND MONITORING VISIT CHECKLIST

Name of Provider:	
Name of Contact Person at Organisation:	
Date of Visit:	

REQUIREMENTS	YES	NO
Reviewed latest Provider Details (as per Accreditation Application)		
Verify Quality Management System Policies and Procedures		
Verify Financial Status		
Training Equipment / Tools are appropriate (as per Workshop Checklist)		
Verify Facilitators / Assessors for relevant learning programmes		
Lecturer Rooms are appropriate for the training of learners (size / equipment etc vs. number of learners) Appropriate Health and Safety Measures		
Verify the storage of Learner Records (both manually and electronically) e.g. indemnity forms / registration forms / assessment documents		
Verify organogram and responsibilities		
Verify evidence regarding the development of staff (e.g. WSP)		
Identify any intentions of new Learning Programmes		
Verify Learner Files / POEs (checking formative and summative assessments)		
Verify Moderation Reports		
To add more ...		

GENERAL RECOMMENDATIONS	DATE TO COMPLETE ACTIONS IDENTIFIED

 Provider Representative

 FIETA ETQA Representative

 Date

 Date