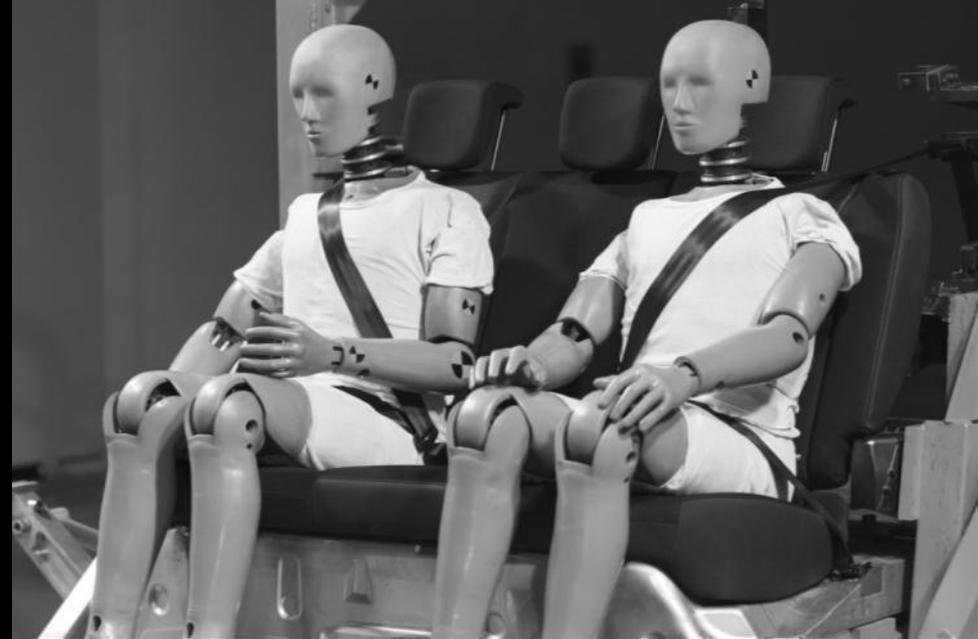




**CMI QUALITY ASSURANCE.**

The role of the **Approved Centre** is to ensure:

- » That all administration and assurance processes are to a quality standard.
- » All information received is communicated to the relevant people.
- » Effective marketing and promotion of CMI qualifications.
- » Adequate training of Centre staff.
- » We are notified of any changes to in relation to the CMI Programme



# THE QUALITY ASSURANCE PROCESS.

# APPROVED CENTRE ROLES.

\* Fully  
Approved Only



ADMINISTRATOR



PROGRAMME  
DIRECTOR



\*  
ASSESSOR



DELIVERER/  
LECTURER/TUTOR



\*  
INTERNAL  
VERIFIER

- » Oversee the delivery, assessment and internal verification of CMI qualifications.
- » Ensure quality assurance complies with CMI requirements.
- » Be the main point of contact for the Centre.
- » Keep all centre staff informed of any CMI updates.



# PROGRAMME DIRECTOR.

- » Qualified teachers or hold a CMI approved teaching qualification .
- » Qualified to the level they are delivering to or above.
- » Occupationally competent to teach the unit they are delivering.
- » Familiar with CMI units and qualifications.
- » Actively maintaining their occupational competence.



**DELIVERERS,  
LECTURERS  
& TUTORS.**

- » Qualified Assessors.
- » Qualified to the level they are assessing to or above.
- » Occupationally competent to assess in the subject they are assessing.
- » Familiar with CMI units and qualifications.
- » Actively maintaining their occupational competence.



# ASSESSORS.

- » Qualified Verifiers.
- » Qualified to the level they are verifying to or above.
- » Must ensure that:
  - › The assessment is valid and consistent.
  - › Consistent monitoring and sampling of assessment .
  - › Accurate records of assessment and verification are kept.



# INTERNAL VERIFIERS.



# AWARDING BODY.

The Awarding Body ensures:

- » Units and qualifications meet regulatory requirements.
- » The delivery and assessment of its qualifications are compliant with conditions.
- » CMI approved centres are meeting CMI requirements.



# QUALITY MANAGER.

The Quality Manager ensures:

- » The quality and consistency of CMI qualifications.
- » The centre are meeting the regulatory bodies quality and monitoring requirements.
- » Approving Centre Staff.
- » If standards fall below CMI requirements an action plan will be issued and a deadline agreed.



# QUALITY MANAGER.

- » Your main point of contact.
- » Visits your centre at least once a year.
- » Conducts an on-site audit using standardised pro-forma.
- » Creates an action plan for your centre.
- » Advises on Teaching, Learning and Assessment.
- » Works with you to ensure compliance with Awarding Body requirements.



# QUALITY ASSURANCE TEAM.



QUALITY  
MANAGER



LEAD  
MODERATOR



MODERATOR



MARKER