



# DSA-QAG Update

News for Assessment Centres and Suppliers

March - May 2012

## DSA-QAG Staff Update

Many of you know that DSA QAG has recently undergone a staff restructuring exercise. News of the appointment of Robyn Mullen as our Administrator, and the promotion of Karen Girvan to Senior QA and Audit Officer in January were published in our last issue.

Kenny Blincow has now been appointed to the position of Operations Manager. Kenny's background is in financial services where he spent 20 years in the Asset Finance Division of Lloyds TSB. His last 8 years were in the role of Operations Manager, running both a network of branch offices across the UK, and latterly a large centralised department following the merger of Lloyds TSB and HBOS

Derek Cahill's contract has also come to an end and he has moved onto pastures new. I am sure all members would like to join us in wishing Derek all the best of luck for the future.

## DSA-QAG Audit System Launch

Since the last issue of Update, DSA -QAG has been busy implementing the new online audit database with CC Technology which will result in a number of benefits to our members and DSA-QAG. The online audit database will be launched on the 11th June 2012 and this will allow members to complete the pre-audit documentation in the DSA-QAG portal. Members will also use the database to upload and download documentation relating to individual audits and the system will also provide automated reminders for pre-audit documents and audit action plans to be returned to DSA-QAG.

To assist members with navigating around the audit system, DSA QAG will provide a detailed User manual.

## Invoice Reminder Date

DSA-QAG annual membership fee invoices for the period covering 1st April 12 to 31st March 13 were issued to members at the beginning of May. We would like to remind all our members that the first payment, 80% of the annual membership fee, is due to be paid by the 29th June with the final 20% due to be paid by the 1st October.

## Web Review Update

The DSA-QAG website has been in its present form for a number of years and we have been soliciting views from both students and members alike to identify improvements. We intend to analyse the data collected with a view to submitting a proposal to the DSA-QAG board in June. The proposal will set out the views expressed and seek approval to obtain tenders to complete the website design. On approval we will identify the most cost effective quote for completion of the work.

## Audit Analysis Report

The Assessment Centre Audit Analysis Report for audits conducted during the 2010-2011 audit cycle was issued to members on the 25<sup>th</sup> May.

## SFE Orders / DSA-QAG Suppliers Quotes vs. Orders

Please find below information relating to the Suppliers Quotes to Orders ratio.

**Table 1** - Highlighting the number SFE Orders on a monthly basis along with the number of orders given to non DSA-QAG Suppliers.

**Table 2** - From the monthly KPI data submitted by Suppliers, this table shows the number of quotes issued by Suppliers in response to NAR quotations from Centres / Assessors and the number of successful orders received.

**Table 1**

Month	SFE Funding Body Orders	SFE orders for Non QAG Suppliers
Feb- 12	3083	0
Mar - 12	2980	3
Apr - 12	2823	0

**Table 2**

Month	Supplier Orders from KPI returns	Supplier Quotes from KPI returns
Feb - 12	4035	11,888
Mar - 12	4164	11,095
Apr - 12*	3410	8181

\*Please note data is awaiting 1 supplier figures.

## KPI Data Sharing with SFE

SFE had previously requested that DSA-QAG provide them on a monthly basis with assessment centre and supplier individual KPI data for those members that had agreed their data could be shared. The KPI data is being provided to SFE on the 10<sup>th</sup> working day of the month. The table below identifies the date that the KPI data should be completed on the online system, which is the 8th working day of the month.

14 <sup>th</sup> June
11 <sup>th</sup> July
10 <sup>th</sup> Aug
12 <sup>th</sup> Sep
10 <sup>th</sup> Oct
12 <sup>th</sup> Nov
12 <sup>th</sup> Dec

## QAF Update

DSA-QAG intends to submit a proposal to the June board meeting seeking approval to conduct an interim review to the Quality Assurance Frameworks. This review will look to discuss those areas within the QAFs that prompt most debate. This interim review will allow DSA-QAG to plan a schedule to conduct a comprehensive review of the QAFs during 2013-14 in tandem with its members.

## Insurance Cover

Suppliers are reminded that insurance cover is required for all equipment supplied for the duration of the student course, and that they should handle all aspects of any claims arising.

## Outreach Centre Proposal

A proposal to audit outreach centres has been issued to centre managers for their views.

The proposal outlines the structure of an outreach audit, the booking process, audit duration and the application of a standard audit cost.

The deadline for feedback to [administration@dsa-qag.org.uk](mailto:administration@dsa-qag.org.uk) is Friday 15<sup>th</sup> June.

## Assessment Centre Annual Statistics

Members may know that DSA-QAG collects disability annual statistics from assessment centres each April relating to the numbers of assessment conducted at DSA-QAG registered centres for the previous year. This data is provided each year to BIS/SFE for information. From the 11th June the annual statistics returns for the period of 31<sup>st</sup> Mar 11 to 1<sup>st</sup> Apr 12 will be requested to be updated onto the DSA-QAG online database system.

BIS have requested that additional data is provided with effect from 1<sup>st</sup> April in relation to 'top up' students, and extra fields to capture this data will be added to the system. More detail will be sent to you to assist in this process.

# Useful Contacts

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