

Additional staffing pages for Centre Update Form and Qualification Approval Form



Version 2.0

If you are using this form as additional pages for the Qualification Approval Form, please complete Parts A & B (excluding the question on nature of change).

If you are using this form as additional pages for the Centre Update Form, please complete Part A for existing staff and Part A & B for new staff.

Please note that up-to-date CVs for all assessment and IQA staff must be made available to City & Guilds/ILM upon request.

Please tick this box to confirm that the centre ensures all staff involved in the assessing/internal quality assurance of the qualification(s) meet the requirements of the relevant assessment strategy(ies).

Centre details

| | |
|-----------------------------------|--|
| Centre name | |
| Centre number | |
| Date on corresponding QAP/CU Form | |

Staff member

| | | |
|--|------------|--|
| Part A | | |
| Staff name | Title | |
| | First name | |
| | Surname | |
| Qualification applied for/related to | Title | |
| | Number | |
| Please indicate which role(s) the named person will be undertaking (eg assessor) | | |
| Nature of change (eg new staff, achieved TAQA award or updated CPD) Only applicable if completing alongside the Centre Update form | | |
| Part B | | |
| Please state whether holds or is working towards TAQA, A or V units, where appropriate | | |
| Relevant professional qualifications | | |
| Details of CPD in this subject area within the last 12 months | | |
| Current and/or previous positions that demonstrate occupational competence and experience in this subject area | | |
| Please list any other relevant experience or activities that help to demonstrate occupational competence in this subject area | | |

| | | |
|--|------------|--|
| Part A | | |
| Staff name | Title | |
| | First name | |
| | Surname | |
| Qualification applied for/related to | Title | |
| | Number | |
| Please indicate which role(s) the named person will be undertaking (eg assessor) | | |
| Nature of change (eg new staff, achieved TAQA award or updated CPD) Only applicable if completing alongside the Centre Update form | | |
| Part B | | |
| Please state whether holds or is working towards TAQA, A or V units, where appropriate | | |
| Relevant professional qualifications | | |
| Details of CPD in this subject area within the last 12 months | | |
| Current and/or previous positions that demonstrate occupational competence and experience in this subject area | | |
| Please list any other relevant experience or activities that help to demonstrate occupational competence in this subject area | | |

Staff member

| | | |
|--|------------|--|
| Part A | | |
| Staff name | Title | |
| | First name | |
| | Surname | |
| Qualification applied for/related to | Title | |
| | Number | |
| Please indicate which role(s) the named person will be undertaking (eg assessor) | | |
| Nature of change (eg new staff, achieved TAQA award or updated CPD) Only applicable if completing alongside the Centre Update form | | |
| Part B | | |
| Please state whether holds or is working towards TAQA, A or V units, where appropriate | | |
| Relevant professional qualifications | | |
| Details of CPD in this subject area within the last 12 months | | |
| Current and/or previous positions that demonstrate occupational competence and experience in this subject area | | |
| Please list any other relevant experience or activities that help to demonstrate occupational competence in this subject area | | |

| | | |
|---|------------|--|
| Part A | | |
| Staff name | Title | |
| | First name | |
| | Surname | |
| Qualification applied for/related to | Title | |
| | Number | |
| Please indicate which role(s) the named person will be undertaking (eg assessor) | | |
| Nature of change (eg new staff, achieved TAQA award or updated CPD) | | |
| Only applicable if completing alongside the Centre Update form | | |
| Part B | | |
| Please state whether holds or is working towards TAQA, A or V units, where appropriate | | |
| Relevant professional qualifications | | |
| Details of CPD in this subject area within the last 12 months | | |
| Current and/or previous positions that demonstrate occupational competence and experience in this subject area | | |
| Please list any other relevant experience or activities that help to demonstrate occupational competence in this subject area | | |

Staff member

| | | |
|---|------------|--|
| Part A | | |
| Staff name | Title | |
| | First name | |
| | Surname | |
| Qualification applied for/related to | Title | |
| | Number | |
| Please indicate which role(s) the named person will be undertaking (eg assessor) | | |
| Nature of change (eg new staff, achieved TAQA award or updated CPD) | | |
| Only applicable if completing alongside the Centre Update form | | |
| Part B | | |
| Please state whether holds or is working towards TAQA, A or V units, where appropriate | | |
| Relevant professional qualifications | | |
| Details of CPD in this subject area within the last 12 months | | |
| Current and/or previous positions that demonstrate occupational competence and experience in this subject area | | |
| Please list any other relevant experience or activities that help to demonstrate occupational competence in this subject area | | |