If your organisation is **not** an approved City & Guilds centre, you will need to submit the *Application for Centre & Qualification (CAP)* form.

|  |
| --- |
| **1. Centre Details** |
| 1.1 Centre Name |  |
| 1.2 Centre number  |  |

|  |
| --- |
| **2. Qualification Details** |
| Please enter the title and full product code (e.g. 1234-01) of the qualification(s) you are seeking approval for. |
| Qualification title (including level, if applicable) | Qualification number | Projected learner numbers |
| Year 1 | Year 2 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **3. Assessment Staff Details** |
| Please list below the details of each internal verifier, assessor and tutor/trainer who will be involved with the qualifications. Please refer to the relevant qualification handbook(s) for the requirements concerning assessment staff occupational competence/experience/qualifications. Please ensure CVs for the assessment staff listed below are included as part of your application. |
| No. | Name | Role (internal verifier, assessor, tutor/trainer) | Qualification |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |

|  |
| --- |
| **4. Alternative Locations** |
| Please indicate whether practical assessments, examinations or qualification delivery will be conducted at any location other than the centre addresses specified in Section 1 of this form. (Please refer to section 2.3 in the International Centre Guide for more information on alternative locations). |
| Type | Held in alternative location? | Relationship between centre and alternative location (if applicable) | Address and contact details of alternative location (if applicable) |
|  | Yes | No |  |  |
| Practical assessment |[ ] [ ]   |  |
| Sitting-in examinations |[ ] [ ]   |  |
| Qualification delivery |[ ] [ ]   |  |

|  |
| --- |
| **5. Supporting Evidence: Qualification Approval Criteria** |
| Physical and staff resources |
| Criterion | Description | Evidence |
| C1 | The qualification handbook(s) may specify additional physical or staff resources that are not outlined in these approval forms. Centres must show that these requirements are understood and will be met. |  |
| C2 | What is your procedure to ensure that only occupationally competent and qualified assessment and delivery staff are recruited? |  |
| Quality Assurance |
| Criterion | Description | Evidence |
| C3 | What is the intended sampling strategy & rationale for Internal Verification of City & Guilds qualifications? This should include:1. Standardisation meetings
2. Assessment planning
3. Internal Verification sampling strategy
 |  |
| C4 | Do you have a Plagiarism & Cheating policy which is available & understood by staff and learners? |  |
| Assessment |
| Criterion | Description | Evidence |
| C5 | How do you ensure that assessment and internal verification are conducted by qualified and occupationally competent staff?What is your expected ratio of tutors to learners? |  |
| C6 | How is the relevant information, advice and guidance about qualification procedures and practices provided to learners and potential learners? |  |
| C7 | How are learners development needs matched against the requirements of the qualification(s) and an agreed assessment plan in established |  |
| C8 | What opportunities will learners have to:review their progress and goals and to revise their assessment plan accordingly |  |
| C9 | How would learners with special educational needs, disabilities or temporary injuries have their access to assessment needs met without changing the demands of the assessment? |  |
| C10 | If access to assessment is required, what assessment tools would be used for the qualification(s)? |  |
| C11 | Are there any further requirements listed in the relevant qualification handbook(s) that are not addressed in this form? If yes, please provide evidence of compliance. |  |

|  |
| --- |
| **6. Declaration** |
| On behalf of the Centre, I declare that: * I am authorised to sign this declaration on behalf of the Centre; and
* the information contained in this application is correct, current and complete

On behalf of the Centre, I also agree and acknowledge that:* this application (together with any specific provisions relating to the qualifications set out in this form) will, if accepted by City and Guilds International Limited, be deemed to be incorporated as an amendment to the agreement between the Centre and City and Guilds International Limited. The amendment will come into force on the date that City and Guilds International Limited confirms acceptance in writing of this application.
* the Centre will submit an Centre Update form if there are any changes to the information provided in this application
 |
| First Name |  | Surname |  |
| Date |  | Position |  |
| Telephone |  | Email |  |