

# Application for qualification approval



**Form QAP**

Version 5.2

**Please keep this form as a master copy.**

You should submit a **separate** form for **each** qualification for which you are seeking approval. **Each form should be completed with reference to other appropriate sections of *Providing City & Guilds qualifications - a guide to centre and qualification approval***, and any documents specifying particular requirements for individual qualifications. Those centres seeking approval for the purpose of examinations only do not need to complete Section 11 of this form.

Note: Any centre may apply to offer City & Guilds qualifications. However approved centres should be aware that:

- the QCA logo, printed on NVQ certificates, indicates that the qualification is only accredited in England, Wales and Northern Ireland
- the SQA logo, printed on SVQ certificates, indicates that the qualification is only accredited in Scotland.

If completing this form by hand, please use **black ink** and **block capitals**.

1	Number and title of qualification for which approval is sought.    Number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 40px;"><tr><td style="width: 10px; height: 20px;"> </td><td style="width: 10px; height: 20px;"> </td><td style="width: 10px; height: 20px;"> </td><td style="width: 10px; height: 20px;"> </td></tr></table>				
	Title .....				

2	Name of centre .....						
	City & Guilds centre no (if allocated) <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 150px;"><tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr></table> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 30px; height: 20px; margin-left: 10px;"> </table>						
	City & Guilds regional/national office (eg Eastern) ..... (see map at the front of this document)						

3	Please refer to Section 3 for information on the roles of the internal verifier, internal verifier co-ordinator, qualification co-ordinator and quality assurance co-ordinator and enter the appropriate details. Where there is only one internal verifier/qualification co-ordinator involved with the qualification, please enter the name as requested. In this case, s/he will be required to carry out the liaison function of the internal verifier co-ordinator, as described in Section 3.
	Name of internal verifier*/ internal verifier co-ordinator*/ qualification co-ordinator* or quality assurance co-ordinator* (please delete as applicable*)
	Name .....
	Contact telephone number .....

4	Please tick ✓ the appropriate boxes to indicate whether your centre has had a previous application for qualification approval withheld or approval withdrawn, and by whom.					
	<b>Approval withheld</b>	<b>Yes</b>	<b>No</b>	<b>Approval withdrawn</b>	<b>Yes</b>	<b>No</b>
	by City & Guilds	<input type="checkbox"/>	<input type="checkbox"/>	by City & Guilds	<input type="checkbox"/>	<input type="checkbox"/>
	by another awarding body	<input type="checkbox"/>	<input type="checkbox"/>	by another awarding body	<input type="checkbox"/>	<input type="checkbox"/>
	City & Guilds may be required to pass this information on to regulatory authorities and/or Government bodies.					

5.1 Details of the full qualification(s) you wish to offer. Complete this section if you intend to provide assessments in all units/components or in a particular group of units/components, leading to a full qualification.

\* Please refer to the City & Guilds catalogue shop, relevant documentation, or website for further information – [www.cityandguilds.com](http://www.cityandguilds.com)

Qualification title	Qualification no	Level	Date of first Assessments (approx)	No of registrations/ Entries (approx)	
				Year 1	Year 2

5.2 Details of the units/modules/components you wish to offer for this qualification, if you do not intend to provide the full qualification.

Unit/module/ component no	Date of first assessments (approx)	No of registrations /entries (approx)		Unit/module/ component no	Date of first assessments (approx)	No of registrations /entries (approx)	
		Year 1	Year 2			Year 1	Year 2

6. Please provide brief details of your proposed candidate intake for this qualification, indicating whether candidates will be in full or part time education/training/employment or unemployed. Please provide relevant information if any candidates require assessments to be undertaken using the medium of Welsh or bilingually.

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7 Are you using any form of electronic portfolio? Yes  No

If yes, please specify the system used .....

(see *Ensuring Quality* for further information)

8 Are you an approved GOLA centre? Yes  No

The qualification you are applying for may require you to use the GOLA testing system. If you are not a current approved GOLA centre, please complete the Global online assessments test centre profile form which can be found on [www.cityandguilds.com/gola](http://www.cityandguilds.com/gola).

**Please photocopy this page if more space is required**

Page [ ] of [ ]

(Number all sheets submitted)

You must identify assessment sites to be used

9 If applicable, please list names, addresses and telephone numbers of all sites at which assessments/ examinations for the qualification are to be offered. (May include the candidate(s) workplace).

Loc ref: 9.1

Loc ref: 9.2

Loc ref: 9.3

Loc ref: 9.4

Loc ref: 9.5

Loc ref: 9.6



- 11 With the exception of applications for approval of written examinations only, the evidence you intend to present at the time of the approval visit should be identified in the box headed 'your evidence'. Examples are provided, although alternative evidence, so long as this satisfies the criteria, is acceptable. Please be as specific as possible and refer to your actual documents/systems/procedures name, if available.

For N/SVQ qualifications, all criteria must be satisfied, this is not always mandatory for vocational qualifications. For such vocational qualifications, you are advised to consider the appropriate qualification requirements, and to present relevant evidence accordingly.

**External verifiers undertaking qualification approval/verification visits will require access to the evidence cited on your application form(s), plus any additional evidence upon request.**

All approved centres are audited, by City & Guilds, to ensure continuing compliance with centre/qualification approval; by submitting an application for approval you are committing yourselves (ie, you, the centre) to maintaining the arrangements which meet the criteria.

Criteria	Examples of evidence	Your evidence
<b>Physical resources</b>		
Q1 There are arrangements to ensure that equipment, procedures and accommodation are sufficient, safe and fit for use.	Inspection of site to evaluate safety and adequacy of resources Records of equipment maintenance and accommodation checks Written/oral explanation of how candidates will get access to scarce or specialist equipment.	
<b>Staff resources</b>		
Q2 There are sufficient occupationally competent and qualified assessors to assess for the qualification.	Criteria for appointment of assessors Curriculum Vitae for each assessor Copies of certificates achieved.	
Q3 There are sufficient occupationally competent and qualified IVs/QC to ensure quality assessments.	Criteria for appointment of IVs/QCs Curriculum Vitae for each IV/QC Copies of certificates achieved.	

Criteria	Examples of evidence	Your evidence
Q4 IVs/QCs have appropriate access to assessors for assessment decisions and practices to be regularly reviewed and acted upon to ensure consistent fair assessment.	Schedules/records of meetings or other contact between IVs/QCs and assessors Confirmation that sufficient time is allocated for above Internal verification plans	
Q5 Sufficient time is allowed for administering the programme.	Work schedules/timetables.	
<b>Assessment</b>		
Q6 There is effective communication within the assessment team and with the awarding body.	Staff handbooks and updates Organisational charts Minutes of team meetings Records of communication with the awarding body.	
Q7 Information, advice and guidance on assessment is provided to candidates and to potential candidates.	Written/oral explanation of how candidates can access information and guidance on assessment Written/oral explanation of how candidates are provided with appropriate documentation	
Q8 An appropriate range of assessment methods is used.	Confirmation via candidate records that assessment methods are appropriate to candidates' needs and cover the range of competences across which candidates will be assessed to meet qualification requirements Statement of opportunities centre can provide for evidence collection and assessment Examples of assessment plans Examples of internally-devised assessment materials Examples of draft assignments	

Criteria	Examples of evidence	Your evidence
Q9 Candidate's development needs are matched against the requirement of the qualification and an agreed assessment plan is established.	Candidate initial assessment procedure Candidate assessment plans Candidate/trainee contracts.	
Q10 Candidates have regular opportunities to review their progress and goals and to revise their assessment plan accordingly.	Candidate assessment plan Examples of revisions to assessment plans.	
Q11 Accurate records of the assessment of candidates are maintained.	Example record of a candidate's progress from registration to certification Flowchart or other document showing recording system Information on number of candidates undertaking each qualification Written/oral explanation of recording system used/to be used.	
Q12 Appropriate provision is made for candidates with particular requirements.	List of sources of information on materials/ equipment/facilities to support candidates with particular requirements Examples of such materials/equipment/facilities Copy of Access to Assessment booklet.	

Criteria	Examples of evidence	Your evidence
<b>Quality assurance and control</b>		
<p>Q13 There are effective procedures for implementation and review of internal verification/qualification co-ordination.</p>	<p>Qualification IVC(s) identified (where appropriate)</p> <p>Details of arrangements for reviewing/evaluating/improving the effectiveness of internal verification/qualification co-ordination procedures</p> <p>Written/oral explanation of procedures for monitoring and sampling the work of all assessors</p> <p>Records of action/procedures for taking action where assessment is unsatisfactory</p> <p>Indication of time allowances for internal verification / qualification co-ordination responsibilities and confirmation that this is sufficient</p> <p>File of policy documents, eg <i>Ensuring quality</i></p>	
<p>Q14 The quality and fairness of assessment is systematically reviewed and monitored.</p>	<p>See Q13.</p> <p>Standardisation activities</p>	

**This section relates to common qualification recognition for Edexcel and OCR centres only**

12 Do you wish to apply for a qualification (NVQ only) that you are already  Yes  No delivering through another awarding body?

If yes, which awarding body.....

Has a sanction been imposed on your centre for this qualification in the  Yes  No last 12 months?

If yes, which sanction?  L2  L3A  L3B  L4  L5

**Please remember to enclose your two most recent external verifier reports for this qualification**

13 Declaration (to be signed by the QAC on behalf of the centre)

I declare that the information contained in this application is correct and current, and that I am authorised to sign on behalf of the centre.

The centre agrees that it will submit an approval application form if there are any changes to the information in this application and, if qualification approval is given, the terms of the agreement between it and City & Guilds will apply.

I agree to pay the non-refundable fee for the processing of this qualification approval application.

(Tick ✓ as appropriate)

- I enclose a cheque for the sum of £200

Please invoice my centre upon receipt of this application   
(payment of this invoice is subject to the normal trading terms)

Order number, if appropriate .....

Surname ..... Forename ..... Title .....  
(BLOCK CAPITALS)

Official position (Quality Assurance Co-ordinator) .....

Email address .....

Signature ..... Date .....

**Please send this form and one copy of it to the appropriate City & Guilds regional/national office (refer to map at the front of *Providing City & Guilds qualifications*).**

**Ensure that all attachment sheets are included. If your organisation is *not* currently approved to offer any qualifications through City & Guilds, please contact the appropriate regional/national office.**

**Please note that your application will not be processed unless it is accompanied by a cheque for the amount requested or authorisation has been given to invoice your centre for the required amount.**