**­Qualification Approval**

**For Construction Qualifications only**

This form is to be completed with reference to *Our* *Quality Assurance Requirements*, which details the Centre Approval Criteria, and the *City & Guilds Centre Manual*. All fields are mandatory unless otherwise stated.

Please submit your completed form to: [highpriorityqualifications@cityandguilds.com](mailto:highpriorityqualifications@cityandguilds.com)

**Common Approval Process**

For a limited time we will be allowing direct claim status for any centre that has been approved by other existing Awarding Organisations.

We are prepared to approve centres to direct claim status provided that they:

* supply a completed copy of this form
* email two current, positive External Quality Assurer reports (with one being within the last 12 months).

The centre will then receive an External Quality Assurer visit within three months of their first registration, so that direct claim status can be reviewed.

**Section 1 Contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **1.1** | **Centre name** | |  |
| 1.2 | Centre number (if known) | |  |
| 1.3 | Centre contact | Title |  |
| First name |  |
| Surname |  |
| 1.4 | Email address | |  |
| 1.5 | Telephone number | |  |
| 1.6 | Website | |  |

**Section 2 Qualification details**

2.1 Please indicate which qualifications you are seeking approval for.

**Bricklaying and Trowel Occupations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 1 Diploma in Bricklaying | 6705-13 |  |  |  |
|  | Level 2 Diploma in Bricklaying | 6705-23 |  |  |  |
|  | Level 3 Diploma in Bricklaying | 6705-33 |  |  |  |
|  | Level 2 Extended Diploma in Bricklaying | 6705-50 |  |  |  |
|  | Level 2 NVQ Diploma in Trowel Occupations (Construction) | 6570-02 |  |  |  |
|  | Level 3 NVQ Diploma in Trowel Occupations (Construction) | 6570-03 |  |  |  |

**Carpentry, Joinery and Wood Occupations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 1 Diploma in Carpentry and Joinery | 6706-13 |  |  |  |
|  | Level 2 Diploma in Site Carpentry | 6706-23 |  |  |  |
|  | Level 2 Diploma in Bench Joinery | 6706-26 |  |  |  |
|  | Level 3 Diploma in Site Carpentry | 6706-33 |  |  |  |
|  | Level 3 Diploma in Bench Joinery | 6706-36 |  |  |  |
|  | Level 2 Extended Diploma in Site Carpentry | 6706-50 |  |  |  |
|  | Level 2 Extended Diploma in Bench Joinery | 6706-51 |  |  |  |
|  | Level 2 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry | 6571-01 |  |  |  |
|  | Level 2 NVQ Diploma in Wood Occupations (Construction) - Bench Joinery | 6571-02 |  |  |  |
|  | Level 3 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry | 6571-07 |  |  |  |
|  | Level 3 NVQ Diploma in Wood Occupations (Construction) - Bench Joinery | 6571-08 |  |  |  |
|  | Level 2 NVQ Diploma in Wood Occupations (construction) - Site Carpentry | 6571-21 |  |  |  |
|  | Level 2 NVQ Diploma in Wood Occupations (Construction) - Architectural Joinery | 6571-22 |  |  |  |
|  | Level 2 NVQ Diploma in Wood Occupations (Construction) - Structural Post and Beam Carpentry | 6571-23 |  |  |  |
|  | Level 2 NVQ Diploma in Wood Occupations (Construction) - Timber Decks and Cladding | 6571-26 |  |  |  |
|  | Level 3 NVQ Diploma in Wood Occupations (Construction) - Site Carpentry | 6571-27 |  |  |  |
|  | Level 3 NVQ Diploma in Wood Occupations (Construction) - Architectural Joinery | 6571-28 |  |  |  |

**Painting, Decoration, Decorative Finishing and Industrial Painting**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 1 Diploma in Painting and Decorating | 6707-13 |  |  |  |
|  | Level 2 Certificate in Preparation and Application of Paint Systems | 6707-22 |  |  |  |
|  | Level 2 Diploma in Painting and Decorating | 6707-23 |  |  |  |
|  | Level 3 Diploma in Painting and Decorating | 6707-33 |  |  |  |
|  | Level 2 Extended Diploma In Painting and Decorating | 6707-50 |  |  |  |
|  | Level 2 NVQ Diploma in Decorative Finishing and Industrial Painting Occupations (Construction) - Painter | 6572-01 |  |  |  |
|  | Level 2 NVQ Diploma in Decorative Finishing and Industrial Painting Occupations (Construction) - Industrial Painter | 6572-02 |  |  |  |
|  | Level 3 NVQ Diploma in Decorative Finishing - Painting and Decorating (Construction) | 6572-03 |  |  |  |

**Plastering**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 1 Diploma in Plastering | 6708-13 |  |  |  |
|  | Level 2 Diploma in Plastering | 6708-23 |  |  |  |
|  | Level 3 Diploma in Plastering | 6708-33 |  |  |  |
|  | Level 2 Extended Diploma in Plastering | 6708-50 |  |  |  |
|  | Level 2 NVQ Diploma in Plastering (Construction) - Solid - Basic | 6573-01 |  |  |  |
|  | Level 2 NVQ Diploma in Plastering (Construction) - Solid - Full | 6573-02 |  |  |  |
|  | Level 2 NVQ Diploma in Plastering (Construction) - Fibrous - Basic | 6573-03 |  |  |  |
|  | Level 2 NVQ Diploma in Plastering (Construction) - Fibrous - Full | 6573-04 |  |  |  |
|  | Level 3 NVQ Diploma in Plastering (Construction) solid | 6573-05 |  |  |  |
|  | Level 3 NVQ Diploma in Plastering (Construction) fibrous | 6573-06 |  |  |  |

**Wall and Floor tiling**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 1 Diploma in Wall and Floor Tiling | 6710-13 |  |  |  |
|  | Level 2 Diploma in Wall and Floor Tiling | 6710-23 |  |  |  |
|  | Level 2 Extended Diploma in Wall and Floor Tiling | 6710-50 |  |  |  |
|  | Level 2 NVQ Certificate in Wall and Floor Tiling (Construction) | 6560-02 |  |  |  |

**Construction Operations**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 2 Certificate in Construction Operations - General Construction | 6709-22 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - Modular Paving Pavement Construction | 6574-01 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - Laying Kerbs and Channels | 6574-02 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - General Building Operations | 6574-03 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - Drainage Construction | 6574-04 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - Structural Concreting | 6574-05 |  |  |  |
|  | Level 2 NVQ Diploma in in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - Non-structural Concreting | 6574-06 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - General Construction | 6574-07 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services - Construction Operations (Construction) - Excavation and Reinstatement | 6574-08 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Modular Pavement | 6574-11 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations - Laying Kerbs and Channels | 6574-12 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations - General Building Operations | 6574-13 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations - Drainage | 6574-14 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Structural Concreting | 6574-15 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Non Structural Concreting | 6574-16 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations - General Construction | 6574-17 |  |  |  |
|  | Level 2 NVQ Diploma In Construction Operations and Civil Engineering Services (Construction) - Construction Operations – Excavation and Reinstatement | 6574-18 |  |  |  |

**Maintenance Operations**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 2 Diploma in Maintenance Operations (Construction) | 6711-23 |  |  |  |
|  | Level 2 NVQ Diploma in Building Maintenance Multi-trade Repair and Refurbishment Operations (Construction) | 6562-22 |  |  |  |

**Plant Operations**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Cranes and Specialist Lifting | 6561-21 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Road/Rail | 6561-22 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Attachments | 6561-23 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Fork-lift Trucks | 6561-24 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Extracting | 6561-25 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Transporting Loads | 6561-26 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Work Platforms | 6561-27 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Laying and Distributing | 6561-28 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Compacting | 6561-29 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Processing | 6561-30 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Loading and Securing - Processing | 6561-31 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Excavating | 6561-32 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Sweeping, Cleaning, Clearing | 6561-33 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Operations Guide | 6561-34 |  |  |  |
|  | Level 2 NVQ Certificate in Plant Operations (Construction) - Movement Guide | 6561-35 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Cranes and Specialist Lifting | 6561-36 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Extracting | 6561-37 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Excavating | 6561-38 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) – Constructing and forming | 6561-39 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Transporting Loads | 6561-40 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Laying and Distributing | 6561-41 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) – road/rail | 6561-42 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Attachments | 6561-43 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - In-shore Marine | 6561-44 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) - Erecting and Dismantling | 6561-45 |  |  |  |
|  | Level 2 NVQ Diploma in Plant Operations (Construction) – road plant or machinery | 6561-46 |  |  |  |

**Site Supervision and Manager**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Building and Civil Engineering) | 6577-01 |  |  |  |
|  | Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Highways and Maintenance Repair) | 6577-02 |  |  |  |
|  | Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Residential Development) | 6577-03 |  |  |  |
|  | Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Conservation) | 6577-04 |  |  |  |
|  | Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Demolition) | 6577-05 |  |  |  |
|  | Level 4 NVQ Diploma in Construction Site Supervision (Construction) (Tunnelling) | 6577-06 |  |  |  |
|  | Level 6 NVQ Diploma in Construction Site Management (Construction)- Building and Civil Engineering | 6578-01 |  |  |  |
|  | Level 6 NVQ Diploma in Construction Site Management (Construction)- Highways and Maintenance Repair | 6578-02 |  |  |  |
|  | Level 6 NVQ Diploma in Construction Site Management (Construction) - Residential Development | 6578-03 |  |  |  |
|  | Level 6 NVQ Diploma in Construction Site Management (Construction) - Conservation | 6578-04 |  |  |  |
|  | Level 6 NVQ Diploma in Construction Site Management (Construction) - Demolition | 6578-05 |  |  |  |

**Accessing Operations and Rigging**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 3 NVQ Diploma in Accessing Operations and Rigging (Construction) - Scaffolding and Offshore Scaffolding | 6565-09 |  |  |  |
|  | Level 3 NVQ Diploma in Accessing Operations and Rigging (Construction) - Steeple jacking | 6565-10 |  |  |  |
|  | Level 3 NVQ Diploma in Accessing Operations and Rigging (Construction) - Lightning Conductor Engineer | 6565-11 |  |  |  |
|  | Level 3 NVQ Diploma in Accessing Operations and Rigging (Construction) - Rigging - Temporary Suspended Access Equipment | 6565-12 |  |  |  |
|  | Level 3 NVQ Diploma in Accessing Operations and Rigging (Construction) - Lighting Protective Systems Inspection and Testing | 6565-13 |  |  |  |

**Highways Maintenance**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Modular Pavement | 6566-11 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Drainage | 6566-12 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Excavation and Reinstatement | 6566-13 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Flexible Pavement | 6566-14 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Structural Concreting | 6566-15 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Non-structural Concreting | 6566-16 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - Laying Kerbs and Channels | 6566-17 |  |  |  |
|  | Level 2 NVQ Diploma in Construction Operations and Civil Engineering Services (Construction) - Highways Maintenance - General Building Operations | 6566-18 |  |  |  |

**Construction Skills**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
|  | Entry Level Award in Construction Skills (Entry 3) | 6219-01 |  |  |  |
|  | Entry Level Certificate in Construction Skills (Entry 3) | 6219-02 |  |  |  |
|  | Entry Level Extended Certificate in Construction Skills (Entry 3) | 6219-03 |  |  |  |
|  | Level 1 Award in Construction Skills | 6219-04 |  |  |  |
|  | Level 1 Certificate in Construction Skills | 6219-05 |  |  |  |
|  | Level 1 Extended Certificate in Construction Skills | 6219-06 |  |  |  |
|  | Level 1 Diploma in Construction Skills | 6219-07 |  |  |  |
|  | Level 1 in Construction Skills (trade specific pathway) | 6219-08 |  |  |  |

**Other (not listed above)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification title** | **City & Guilds product code** | **Current AO product code** | **Please state the number of learner registrations you expect in Year 1 (Y1) and in Year 2 (Y2)** | **Y1** | **Y2** |
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2.2 Please supply details of staff who will be involved in the assessing or internal quality assurance (IQA) of the qualification(s).

For all your Assessors/Internal Quality Assurers we will need the following information below. You can send us this information either by completing the form or by using your own format.

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

Please tick this box to confirm that the centre ensures all staff involved in the assessing/internal quality assurance of the qualifications(s) meets the requirements of the relevant assessment strategy – please see Appendix 1 for further information on these.

**Staff member**

|  |  |  |
| --- | --- | --- |
| **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) | |  |
| Please state whether they hold or are working towards TAQA, A or V units, where appropriate | |  |
| Relevant professional qualification (if appropriate) | |  |
| 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 | |  |

**Section 3 Existing approvals**

|  |  |  |
| --- | --- | --- |
| **3.1** | **Are you applying for a qualification that you are already delivering through another awarding organisation?** | **Yes**  **No**  (If No, please go to section 4) |
| 3.2 | Through which awarding organisation do you offer this qualification? | CSkills  Edexcel  NOCN  OCR  EDI  CMI  Other – Please state |
| 3.3 | Please attached evidence of compliance  (Ideally this will be the two most recent quality assurance/verification reports) | Evidence attached  Yes  No |
| 3.4 | Do you have registration and certificate status for this qualification? | Yes  No – Registrations only  No – Certifications only |
| 3.5 | Have you ever had registration or certification status removed or suspended for this qualification? | No  Yes – Certification  Yes- Registration  Yes- Both  Date, if Yes:  (if No, please go to section 4) |
| 3.6 | Please provide a brief explanation of why registration and/or certification status was removed/suspended and what corrective actions were taken |  |

**Section 4 Delivery and resource**

Please tick this box to confirm that the centre has all the relevant resources to meet the requirements of the relevant assessment strategy.

|  |  |  |  |
| --- | --- | --- | --- |
| **4.1** | **Please tick to confirm you hold details of the physical resources you have to ensure you are meeting the requirements of the relevant assessment strategy for the qualifications you are applying for** | |  |
| 4.2 | Please tick to confirm you have plans to deliver/assess the qualification and hold copies of schemes of work/unit session plans | |  |
| 4.3 | Please tick to confirm you have plans to quality assure the qualification | |  |
| 4.4 | Are you planning to deliver or asses this qualification in satellite centres or assessment sites other than your registered address?  If Yes, please indicate the numbers and locations of sites by country/region | | Yes  No |
| 4.5 | Do you require information on support materials and systems (please tick all that apply) | | |
|  | SmartScreen  e-volve  Textbooks  Logbooks  Practice tests  UPK | Learning Assistant (e-portfolio)  Events  Other | |

**Section 5 Declaration**

(If this form accompanies a new centre approval this should be completed by the head of centre)

By submitting this form the signatory hereby confirms and agrees that:

* He/she if duly authorised to sign and return this form on behalf of the centre;
* The information provided in this application is complete and accurate;
* If this application is accepted by City & Guilds, it will (together with City & Guilds manuals, policies, procedures and guidelines notified to the centre from time to time) be added as an amendment to the agreement between the centre and City & Guilds

**Please tick this box to confirm acceptance of these conditions**

|  |  |  |  |
| --- | --- | --- | --- |
| **5.1** | **Centre contact**  **(or head of centre if accompanying a centre approval application form – CAP)** | **Title** |  |
| First name |  |
| Surname |  |
| Job title |  |
| 5.2 | Order number | |  |
| 5.3 | Date of completion | |  |

Please submit this form electronically to: [highpriorityqualifications@cityandguilds.com](mailto:highpriorityqualifications@cityandguilds.com)

For further information on construction qualifications please visit [www.cityandguilds.com/construction](http://www.cityandguilds.com/construction)

Please ensure you include all attachment sheets and any other documents referred to throughout this form as required. Please retain a copy for your records.

|  |
| --- |
| Campaign Code (for office use only) |
|  |

**Section 6 Example sources of evidence**

To support your application – please tick if you have submitted this information alongside your application, or if you hold this information at your centre. This list is only provided as a guide, and is not exhaustive.

**Physical resources**

Records of remote, satellite or corporate client sites

Health & Safety Policy

Public liability notice

Equipment checklists

RWE Criteria

**Staff resources (including achievement of appropriate qualifications)**

Organisational chart(s)

Records of team meetings

Training needs analysis for Assessors/IVs

Standardisation activities and records

CPD opportunities and CPD records

Training and Development plans

Staff induction pack

Appropriate number of IQAs to Assessors, and Assessors to Candidates

IQA/Assessor certificate, CVs and occupational competence

Staff Development Plans

Staff Handbook (Induction)

RPL/Exemptions procedure

**Assessment**

Relevant occupation standards

IQA sampling plans (including CAMERA)

Assessment documentation – portfolio, plans, observations records, feedback/evaluation records

Learner tracking system

Learner induction pack

Learner development plan

Learner skills scans/initial assessment

Schemes of work (where appropriate)

ILPs

Review records

IQA Checklist

IQA records

Centre record files

Learner files

Minutes of meetings

**Quality Assurance and Control**

Quality assurance strategy

Quality assurance processes

City & Guilds – Our Quality Assurance Arrangements

Supporting Customer Excellence Centre Manual

Guidance on internal verification of N/SVQs

Equal opportunities policy and monitoring

Records of Centre Update Form

Access to assessment

Appeals procedure

**Appendix 1 Assessor/Tutor/Internal Quality Assurer requirements**

All staff who assess **NVQ Diploma** qualifications must:

* have recent relevant experience in the specific area they will be assessing
* be technically competent in the area for which they are delivering training and/or have experience of providing training
* hold, or be working towards, the relevant Assessor/IQA (D/A/V/TAQA) units for their role in delivering, assessing and internal quality assuring these qualifications or meet the relevant experience requirements outlines above
* have a CV mapped to the units to be assessed, unless the Assessor holds a relevant qualification at or above the level of the qualification to be assessed

All staff who Tutor/Deliver **Diploma/VRQ** qualifications must:

* have recent relevant experience in the specific area they will be teaching
* be technically competent in the area for which they are delivering training and or have experience of providing requirements outlines above
* have a CV mapped to the units to be taught, unless the Tutor/Deliver holds a relevant qualification at or above the level of the qualification to be taught

**Table 1 Additional Guidance on NVQ Qualifications**

The table below provides additional guidance on specific requirements for specialised trade areas.

|  |  |  |
| --- | --- | --- |
| 6561 | Level 2 NVQ Certificate/Diploma in Plant Operations | 1. CPCS blue card identifying category of plant 2. NVQ Level 2 Certificate in category of plant assessing 3. Other equivalent |
| 6565 | Level 3 NVQ Diploma in Accessing Operations and Rigging (Construction) | 1. CISRS advanced 2. NVQ Level 3 Certificate in Accessing operations and Rigging 3. Other equivalent |

**Table 2 Additional Guidance on Tutor/Teacher Awards**

The following table provides additional guidance on the tutor/teacher awards relevant to the delivery of VRQ qualifications. The list is not exhaustive and equivalents (such as SVQs) are acceptable.

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| --- | --- |
| **Qualification** | **Full titles** |
| PTLLS Level 3 | Preparing to Teach in the Lifelong Learning Sector |
| PTLLS Level 4 | Preparing to Teach in the Lifelong Learning Sector |
| CTLLS Level 3 | Certificate to Teach in the Lifelong Learning Sector |
| CTLLS Level 4 | Certificate to Teach in the Lifelong Learning Sector |
| DTLLS Level 5 | Diploma to Teach in the Lifelong Learning Sector |
| PGCE | Postgraduate Certificate in Education |
| Council for National Academic Awards | Certificate in Education (Further Education) |
| C&G 7302 | Certificate in Delivering learning |
| C&G 7303 | Preparing to Teach in the Lifelong Learning Sector |
| C&G 7307 | Certificate in Delivering Learning/Teaching adults |
| C&G 740 | Certificate in Further Education |
| PCET | Post Compulsory Education and Training |
| Construction Plant Competence Scheme Instructor Card | Construction Plant Competence Scheme Instructor Card |
| Certificate of Training Achievement Instructor Card | Certificate of Training Achievement Instructor Card |
| L Unit 9 (L9) | Create climate that promotes learning |
| L Unit 10 (L10) | Enable learning through presentations |
| L Unit 11 (L11) | Enable learning through demonstration and instruction |
| L Unit 12 (L12) | Enable learning through Coaching and mentoring |
| L Unit 13 (L13) | Enable group learning |