

# TQ Provider Approval Application

## (TQPA) Version 1.0

The form should be used to apply to deliver Technical Qualifications (TQ) as part of a T Level. The application can only be completed and signed by the Head of Provider / Centre, or someone of senior authority who is duly authorised to act on their behalf.

All sections are mandatory.

### Approval process

Steps	What to expect
Step 1	Please complete this form and return to <a href="mailto:technicalquality@cityandguilds.com">technicalquality@cityandguilds.com</a> .
Step 2	The Quality team will review your application within 2 working days to ensure everything is in order. Where additional information is required this will be requested in writing. You will be given access to our portal to upload evidence where required.
Step 3	Your allocated Technical Qualification Associates (TQAs) will review your application and will contact you to arrange suitable dates for the approval and support activities within 10 working days. You will have a TQA allocated for each TQ you apply for. They will carry out their activities independently.
Step 4	The TQAs will undertake the approval and support activities and submit their reports, including recommendation on approval and any action/improvement plan to the Quality team. The Quality team will review the content of the report and agree a final decision on approval status and any actions/improvements required within 2 working days.
Step 5	Where approval is granted, a letter of confirmation will be sent to you with a copy of the approval report.  Where approval is not granted, an action plan will be set informing you on what steps are required to meet our approval requirements.

### Support throughout your application

Our Quality team will support you throughout the application process. You can contact us on the details below:

E: [technicalquality@cityandguilds.com](mailto:technicalquality@cityandguilds.com)

T: 0300 303 53 52

Opp No.

Centre No.

QC:

## Section 1 Provider Details

Provider essentials			
Approval request		Provider/Centre and Qualification Approval  Qualification Approval only (for existing Providers/Centres)	
Provider name			
Provider address			
Postcode			
Contact person (for application)			
Email address			
Telephone number			
Website address			
Provider contacts	Head of Provider		
	Company director(s)		
	Quality contact		
	Exams contact		
	Finance contact		
Legal owner of business			
Companies House no. (if applicable)		UKPRN no.	
Do any of the above listed persons currently work for, or have previously worked with, any part of the City & Guilds Group or its approved Providers/Centres.			
Yes		No	
If yes, please provide details:			

## Ofsted

Please provide the outcome of the most recent Office for Standards in Education, Children's Services and Skills (Ofsted) inspection report:

Outcome:

Date of inspection:

## Additional details

Do you intend to work with other Providers and/or organisations in the delivery of the TQs? (including subcontractors and/or third parties)

Yes

No

If yes, please give further details below including the name and address of these organisation(s), whether they have Provider/qualification approval with another Awarding Organisation, and the nature of the agreement.

Name of Provider and/or organisation(s)

NCN / UKPRN

Please supply any additional information below:

Please indicate which of the following systems you currently use / have access to:

MIS system

E-portfolio system

Initial Assessment and Diagnostic Tool

## Supporting your application

Do you currently work with any other Awarding Organisation?

Yes

No

If yes, please provide further detail including the qualifications:

Do you currently hold a National Centre Number (NCN)?

*(if you're already a Provider/Centre for another exam board or awarding organisation you will have an NCN.)*

Yes

No

If yes, please provide NCN. <i>(This is usually 4, 5 or 6 digits)</i>		
Has approval ever been declined or withdrawn by City & Guilds and/or ILM or another Awarding Organisation?		Yes      No
Has the Provider ever had sanctions applied by City & Guilds and/or ILM or another Awarding Organisation?		Yes      No
Has the Head of Provider, key management or key members of the assessment team worked at a Provider/Centre where Provider/Centre/Qualification approval has been declined or withdrawn by City & Guilds and/or ILM or another Awarding Organisation within the last 5 years?		Yes      No
If you have selected 'Yes' or declined of the answers above, please supply the name of the Awarding Organisation and give the dates when this occurred.		
Name of AO		
Date of sanction		
Please supply additional information for the reasons for refusal/removal/application of sanctions, including information relating to any key staff, including members of the assessment team who may have been implicated:		

## Section 2 TQ Application Detail

Please select the TQs you are seeking approval for. You should only apply for TQs for which you are eligible. To check your eligibility please visit the T Level provider list on the government website [here](#).

Wave 2 - Construction							
Approval window opens Monday 22 February 2021, first delivery September 2021							
On-site				Building Service Engineering (BSE)			
How many learners do you expect to register within the first two years delivery for each TQ?							
Year 1	Year 2			Year 1	Year 2		
Occupational Specialisms							
Now select the corresponding occupational specialisms you intend to offer/deliver, and provide expected learner volume per specialism:							
		Yr1	Yr2			Yr1	Yr2
Carpentry & Joinery				Gas Engineering			
Plastering				Electrotechnical Engineering			
Bricklaying				Electrical and Electronic Equipment Engineering			
Painting & Decorating				Protection Systems Engineering			
				Plumbing and Heating Engineering			
				Heating Engineering and Ventilation			
				Refrigeration Engineering and Air Con Engineering			

Do you have Provider/TQ approval with another Awarding Organisation for T Levels?	Yes	No
If yes, please provide further detail:		

## Section 3 TQ Approval Criteria

You have an obligation to ensure that at all times during the term of your approval you meet all of the City & Guilds Provider Approval Criteria for the Technical Qualification (TQ).

You must inform City & Guilds if any of the answers to the approval criteria questions below change at any point during or after your approval. Failure to do so may result in withdrawal of Provider Approval.

Please confirm that the evidence for each set of Provider/Qualification Approval Criteria will be available at the Provider approval activity by answering **yes** or **no** to each statement and providing further details (where requested).

After you've submitted your application, we'll give you access to a secure online portal where you must upload supporting evidence, policies, and procedures for relevant criteria below with an \* . This must be completed in advance of your confirmed TQ Approval activity.

A	Management Systems	
A.1	Effective systems are in place to ensure communication between all levels of staff within the organisation and to ensure information is shared.	
A.2	Effective systems are in place for communication across placements and staff who work remotely or externally to central location.	
A.3	Provider Senior Management will ensure sufficient time and resource is allocated to ensure effective delivery of the TQ and will review this annually.	
A.4	Effective systems are in place to monitor and review the effectiveness of TQ delivery and assessment.	
A.5*	Provider has appropriate documented policies and procedures relating to; <ul style="list-style-type: none"> <li>• Student recruitment and induction (including registration)</li> <li>• Ongoing student support</li> <li>• Ongoing staff support</li> <li>• Safeguarding</li> <li>• Equality, diversity, and inclusivity</li> <li>• Reasonable adjustments</li> <li>• Appeals</li> <li>• Student / staff malpractice, maladministration, and plagiarism</li> <li>• Complaints</li> <li>• Conflict of Interest</li> <li>• GDPR</li> <li>• Risk assessments</li> <li>• Health &amp; Safety (including public liability)</li> <li>• Contingency planning (including withdrawal of provider approval).</li> </ul>	
A.6	A process is in place for annual review of above policies and procedures.	
A.7	A process is in place to notify Awarding Organisation of any changes pertaining to the delivery and/or assessment of the TQ (e.g. staff changes).	
A.8	Effective system is in place to store accurate and up to date staff data (including CVs, qualification certificates, CPD evidence etc.).	
A.9	A process is in place to notify the Awarding Organisation and other relevant parties where changes to the delivery and/or assessment of the TQ may affect the providers ability to meet our approval criteria.	
A.10	Effective system is in place to store accurate and up to date student data (including student details, assessment and internal verification records, records of standardisation etc.).	
A.11	All student data is stored securely in line with GDPR and data protection legislation.	
A.12	Provider will ensure all assessment records are retained for a minimum period of three years post certification.	

<b>B Industry placement</b>	
<b>B.1*</b>	<p>Provider has appropriate documented policies and procedures relating to:</p> <ul style="list-style-type: none"> <li>• Risk assessment and/or health and safety assessment of placements</li> <li>• Quality assurance of placements</li> <li>• Ongoing monitoring of placements.</li> </ul>
	<p>Please provide detail of how you will safeguard students on their industry placement, as well as your approach to monitoring the quality of the placement.</p>

<b>C Resources</b>	
<b>C.1*</b>	The provider has access to the appropriate resources to meet the specification of the TQ and its delivery and assessment.
<b>C.2*</b>	There are sufficient staff to meet the demand of the TQ.
<b>C.3*</b>	Staff have the relevant competencies, occupational competence and knowledge required for the delivery and/or assessment of the TQ.
<b>C.4</b>	There are effective systems in place to ensure staff are adequately supported in their role.
<b>C.5</b>	Effective systems are in place to ensure Continuous Professional Development (CPD) of all staff involved in the delivery of the TQ.
<b>C.6</b>	Staff have adequate time and access to complete CPD.
<b>C.7</b>	Resources for assessment in the workplace or Realistic Working Environment (RWE) as specified by the standards setting body / specification are available and are robust.
<b>C.8*</b>	Any third-party agreements are recorded, impact assessed and made available for review (it may be necessary for the TQA to check suitability of premises and resources for third-party agreements).



	Please provide details of resources in place, including any third-party agreements and how you manage these:

<b>D</b>	<b>Delivery</b>	
<b>D.1*</b>	There is a detailed programme of delivery in place which is realistic and meets the needs of the TQ specification. Evidence of this may include a detailed induction process or plan for students or cohorts, a curriculum plan or scheme of work.	
<b>D.2*</b>	There is an initial diagnostics process in place for all students to ensure they are suitably supported.	
<b>D.3</b>	There is a process in place to ensure students' individual needs are assessed, matched against the requirements for the TQ and an individual assessment plan implemented (including initial diagnostics).	
<b>D.4</b>	There are regular opportunities to review student progress and support.	
<b>D.5*</b>	Students receive a handbook which contains accurate information relating to the delivery of the TQ.	
<b>D.6</b>	Students are advised of any technical needs for the TQ and the support that will be delivered by the provider.	

<b>E</b>	<b>Assessment and standardisation plan</b>	
<b>E.1</b>	A plan is in place to ensure all Internal Assessors and key staff are trained in line with the marking, standardisation and moderation guidance provided by City & Guilds.	
<b>E.2*</b>	Provider has a detailed and robust plan of how they intend to ensure that Internal Assessors and quality assurance staff will be adequately trained to ensure reliable and consistent marking.	
<b>E.3*</b>	Provider has a detailed and robust plan how they intend to ensure that there is an effective internal quality assurance process to actively monitor marking.	
<b>E.4</b>	Provider understands how additional activities (webinars, training workshops etc) provided by City & Guilds will support reliable marking and standardisation.	

<b>E.5*</b>	An effective standardisation plan is in place to ensure accurate, consistent, and standardised marking across all Internal Assessors.	
<b>E.6</b>	Provider can outline how it will identify and mitigate any risk where an Internal Assessor is deemed not to be providing reliable results.	
	Please provide detail of your assessment and standardisation plan, how you will implement this and how you intend to mitigate risk to internal assessment:	

<b>F</b>	<b>Secure live assessment and administration</b>	
<b>F.1</b>	Provider will comply with the requirements set out by City & Guilds for the delivery and assessments of the TQ.	
<b>F.2*</b>	There are effective procedures in place to identify assessment that may not be the students own work (plagiarism).	
<b>F.3*</b>	There are effective procedures in place to confirm student identification and record student attendance.	
<b>F.4*</b>	There is a clearly identified examinations policy and procedure that meets with City & Guilds requirements for the TQ, as well as JCQ ICE requirements.	
<b>F.5*</b>	The provider has in place a detailed Invigilation Policy and can demonstrate that Invigilators are suitably trained.	
<b>F.6</b>	Assessment locations are known to City & Guilds and meet with City & Guilds and JCQ ICE requirements.	
<b>F.7</b>	The provider ensures the safe storage, distribution, and collection of all assessment and/or exam material in line with JCQ ICE requirements.	
<b>F.8</b>	Systems are in place to ensure only authorised personnel have access to assessment or exam material and the platforms used to facilitate online exams.	

	Please provide supporting evidence to support the above criteria:	
<b>F.9</b>	Have you been inspected by JCQ within the last 5 years?	Yes      No
<b>F.10</b>	Date of last activity	

<b>G</b>	<b>Conflicts of Interest (COI)</b>	
	Providers must notify all conflicts of interest (COI) to City & Guilds, adhering to a robust policy and procedure throughout delivery. Any undisclosed COIs will result in prompt intervention by City & Guilds and corrective action taken, which in serious cases will result in sanctions. Failure to address COIs will result in suspension and/or removal of approval.	
<b>G.1</b>	Provider will comply with requirements for notification of all Conflicts of Interest immediately to City & Guilds	
<b>G.2*</b>	The provider has in place a robust Conflicts of Interest policy, and will always adhere to this throughout delivery	
<b>G.3</b>	There are effective procedures in place to identify all Conflicts of Interest (potential and actual) and notify these to City & Guilds immediately	
	Are there any Conflicts of Interest to declare of as part of your application? If yes please provide detail below, including which TQ(s) they impact:	

## Section 4 Self-evaluation Action Plan (Approval Criteria)

For any questions in section 3 (criteria A – G) that required further action, please provide your action plan detailing how you intend to address these criteria prior to approval. Actions must be **S**pecific, **M**easurable, **A**ttainable, **R**elevant and **T**imely (SMART).

Please ensure you provide the criteria reference for each action.

Approval criteria action plan	
Ref.	Action plan detail

Ref.	Action plan detail

Ref.	Action plan detail

Please tick here if you have provided supplementary forms for this section (available on our website).

## Section 5 Delivery and Key Staff Information

Please provide detail of all key staff who will be involved in the delivery, assessment, and internal quality assurance of the TQ you are seeking approval for.

In the 'profile' section below, for each name you must provide relevant evidence of the following:

- Qualifications relevant to the TQ and when they were achieved
- Relevant professional experience within the last 5 years which is relevant to the teaching/assessment/IQA
- Details of relevant CPD and other professional development

TQ delivery, assessment and IQA staff details			
Criteria	Name	Role	TQ(s)
H.1			
H.2			
H.3			

Criteria	Name	Role	TQ(s)
H.4			
H.5			
H.6			
H.7			



Criteria	Name	Role	TQ(s)
H.8			
H.9			
H.10			
H.11			

Please tick here if you have provided supplementary forms for this section (available on our website).

## Section 6 Declaration

### TQ Provider Declaration

If your application is accepted, you will agree to the written and enforceable agreement between you and City & Guilds for the delivery of the TQ(s). This agreement consists of:

- The TQ Provider and/or TQ approval application.
- The Centre Manual [which includes the General Terms and Conditions];
- The relevant policies, procedures, and regulations; and
- The relevant Technical Qualification approval(s) and qualification specification handbook(s)

In addition, you on behalf of the Provider must agree to the following conditions:

1. Give all reasonable access and cooperate with City & Guilds in matters related to your application to become a City & Guilds Approved Provider in accordance with City & Guilds requirements.
2. To immediately notify City & Guilds of any changes to the information given in this form and Provider Approval application (including staffing) to the appropriate City & Guilds representative, both during the approval process and (if the Provider is approved) after approval is given.
3. You will ensure all reasonable steps are taken to ensure City & Guilds are able to comply with its Conditions of Recognition.
4. You will comply with and ensure that all qualifications are delivered in accordance with the relevant Equalities Law.
5. You will have in place a complaints and appeals procedure. You will also have a procedure for preventing and investigating malpractice and maladministration to uphold the integrity of City & Guilds qualifications.

I agree to the above conditions and have the authority to do so on behalf of all persons involved in this application. I acknowledge that failure to meet any of these conditions may result in this application and/or Provider approval being terminated.

We'd love to keep in touch with you so that we can tell you all about our new and existing products, services, news and events from City & Guilds and members of the City & Guilds Group. We will treat your personal data with the utmost care and privacy. We will only process your personal data in accordance with our privacy policy, and you may change your preferences or unsubscribe at any time. Please keep me up to date with new and existing products, services, news, and events.

Name:

Date:

Position:

**E-signature**