T-LEVELS | IfATE Institute for Apprenticeships and Technical Education

T Level Technical Qualification Full Provider Approval Application form

Version 4.0, 2024

TL-A1

City & Guilds

TQ Full Provider Approval

Approval process

This TL-A1 form is to apply for Full Provider Approval to deliver a Technical Qualification (TQ) as part of a T Level.

If you're already an approved Provider delivering a T Level Technical Qualification with City & Guilds and wish to apply for further TQs and/or add additional Occupational Specialisms (OS), please apply using the TQ Approval Application Extension application form (TL-A2).

Applications must be completed by the Head of Provider / Head of Centre, or someone of senior authority who is duly authorised to act on their behalf.

All sections are mandatory.

Please complete this form and return to technicals.quality@cityandguilds.com.

Should you require assistance, please contact us using the details below:

(Monday - Friday | 08:30 - 17:00 GMT)

T: 0300 303 53 52

E: technicals.quality@cityandguilds.com

W: www.cityandguilds.com/tlevels

Web chat available here.

Section 1 Provider Details

Provider essentials		
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	
Who is the legal owner?		
UKPRN no.		
National Centre Number (NCN)		
Do you deliver City & Guilds qualifications?	☐ Yes ☐ No	
Please list any other associated centres and subsites (including other delivery sites):		
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 qualifications:	
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 any 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 can only apply for TQs for which you are eligible.

Wave 2 – Construction [8710, 8711]

☐ **Building Service Engineering for Construction [8710-30]**	☐ **Onsite Construction [8711-30]**

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 volumes per specialism:

		Yr1	Yr2			Yr1	Yr2
Gas Engineering [8710-34]	☐			Bricklaying [8711-35]	☐		
Electrotechnical Engineering [8710-33]	☐			Carpentry & Joinery [8711-36]	☐		
Electrical and Electronic Equipment Engineering [8710-32]	☐			Painting & Decorating [8711-37]	☐		
Protection Systems Engineering [8710-37]	☐			Plastering [8711-38]	☐		
Plumbing and Heating Engineering [8710-36]	☐						
Heating Engineering and Ventilation [8710-35]	☐						
Refrigeration Engineering and Air Con Engineering [8710-38]	☐						

Wave 3 - Engineering and Manufacturing [8730]

☐ **Maintenance, Installation and Repair for Engineering and Manufacturing [8730-12]**	☐ **Engineering, Manufacturing, Processing and Control [8730-13]**	☐ **Design and Development for Engineering [8730-14]**

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		Year 1	Year 2	

Occupational Specialisms

Now select the corresponding occupational specialisms you intend to offer/deliver, and provide expected learner volumes per specialism:

		Yr1	Yr2			Yr1	Yr2			Yr1	Yr2
Mechanical [8712-31]	☐			Fitting and Assembly Technologies [8713-31]	☐			Mechanical Engineering [8714-31]	☐		
Mechatronic [8712-32]	☐			Machining and Toolmaking Technologies [8713-32]	☐			Electrical & Electronic Engineering [8714-32]	☐		
Electrical & Electronic [8712-33]	☐			Composites Manufacturing Technologies [8713-33]	☐			Control & Instrumentation Engineering [8714-33]	☐		
Control & Instrumentation [8712-34]	☐			Fabrication and Welding Technologies [8713-34]	☐			Structural Engineering [8714-34]	☐		
Light and Electric Vehicles [8712-35]	☐										

* Note the core component PoS number for the Engineering pathways are different to that of the Occupational Specialisms

Wave 3 - Management and Administration [8715]

☐ **Management and Administration**

[8715-30]

How many learners do you expect to register within the first two years delivery for each TQ?

Year 1	Year 2

Occupational Specialisms

Now select the corresponding occupational specialisms you intend to offer/deliver, and provide expected learner volumes per specialism:

		Yr1	Yr2
Business Improvement [8715-31]	☐		
Team Leadership/Management [8715-32]	☐		
Business Support [8715-33]	☐		

Wave 4 - Agriculture, Land Management and Production [8717]

- ☐ **Crop, Woodland and Horticulture [8717-31]**
- ☐ **Land Based Engineering [8717-32]**
- ☐ **Livestock Management [8717-33]**
- ☐ **Floristry [8717-34]**

How many learners do you expect to register within the first two years delivery for each TQ?

Year 1	Year 2

Occupational Specialisms

Now select the corresponding occupational specialisms you intend to offer/deliver, and provide expected learner volumes per specialism:

		Yr1	Yr2
Crop Production [8717-40]	☐		
Floristry [8717-41]	☐		
Land-based Engineering [8717-42]	☐		
Livestock Production [8717-43]	☐		
Ornamental and Environmental Horticulture and Landscaping [8717-44]	☐		
Tree and Woodland Management and Maintenance (Arboriculture) [8717-45]	☐		
Tree and Woodland Management and Maintenance (Forestry) [8717-46]	☐		

Wave 5 - Animal Care and Management [8717]

☐ **Animal Management [8717-35]**

☐ **Animal Science [8717-36]**

How many learners do you expect to register within the first two years delivery for each TQ?

Year 1	Year 2

Occupational Specialisms

Now select the corresponding occupational specialisms you intend to offer/deliver, and provide expected learner volumes per specialism:

		Yr1	Yr2
Animal Management and Behaviour [8717-47]	☐		
Animal Management and Science [8717-48]	☐		

Section 3 TQ Approval Criteria

You have an obligation to ensure that during the term of your approval you meet all 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**, **no** or **part** to each statement and providing further details.

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; • Student recruitment and induction (including registration) • Ongoing student support • Ongoing staff support • Safeguarding • Equality, diversity, and inclusivity • Reasonable adjustments • Appeals • Student / staff malpractice, maladministration, and plagiarism • Complaints • Conflict of Interest • GDPR • Risk assessments • Health & Safety (including public liability) • Contingency planning (including withdrawal of provider approval).	
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	Industry placement	
B.1	Provider has appropriate documented policies and procedures relating to: • Risk assessment and/or health and safety assessment of placements • Quality assurance of placements • Ongoing monitoring of placements.	
	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.	

C	Resources	
C.1	The provider will have / has access to the appropriate resources to meet the specification of the TQ and its delivery and assessment.	
C.2	There are sufficient staff to meet the demand of the TQ. *Confirm the number of staff that will be delivering the qualification below.*	
C.3	Staff have the relevant competencies, occupational competence and knowledge required for the delivery and/or assessment of the TQ. *This needs to be evidenced by uploading CVs, CPD and certificates for each staff member to the Quality Delivery portal.*	
C.4	There are effective systems in place to ensure staff are adequately supported in their role.	
C.5	Effective systems are in place to ensure Continuous Professional Development (CPD) of all staff involved in the delivery of the TQ.	
C.6	Staff have adequate time and access to complete CPD.	
C.7	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:

D	Delivery	
D.1	There is a detailed programme of delivery in place which is realistic and meets the needs of the TQ specification. Provider is aware that Schemes of Work (SoW) and curriculum plans are published by City & Guilds. *Schemes of Work (SoW) covers the delivery of the first year of the qualification only. Please provide evidence of delivery of the second year.*	
D.2	There is an initial diagnostics process in place for all students to ensure they are suitably supported.	
D.3	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).	
D.4	There are regular opportunities to review student progress and support.	
D.5	Students receive a handbook which contains accurate information relating to the delivery of the TQ.	
D.6	Students are advised of any technical needs for the TQ and the support that will be delivered by the provider.	

E	Assessment and standardisation plan	
E.1	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.	
E.2	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.	
E.3	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.	
E.4	Provider understands how additional activities (webinars, training workshops etc) provided by City & Guilds will support reliable marking and standardisation.	
E.5	An effective standardisation plan is in place to ensure accurate, consistent, and standardised marking across all Internal Assessors.	
E.6	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:

F	Secure live assessment and administration	
F.1	Provider will comply with the requirements set out by City & Guilds for the delivery and assessments of the TQ.	
F.2	There are effective procedures in place to identify assessment that may not be the students own work (plagiarism).	
F.3	There are effective procedures in place to confirm student identification and record student attendance.	
F.4	There is a clearly identified examinations policy and procedure that meets with City & Guilds requirements for the TQ, as well as JCQ ICE requirements.	
F.5	The provider has in place a detailed Invigilation policy and can demonstrate that Invigilators are suitably trained.	
F.6	Assessment locations are known to City & Guilds and meet with City & Guilds and JCQ ICE requirements. *If the assessment site is different to the above address, please provide the details in the box below.*	
F.7	The provider ensures the safe storage, distribution, and collection of all assessment and/or exam material in line with JCQ ICE requirements.	
F.8	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:	
F.9	Have you been inspected by JCQ within the last 5 years?	☐ Yes ☐ No
	Date of last activity	

G	**Conflicts of Interest (COI)**	
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.		
G.1	Provider will comply with requirements for notification of all Conflicts of Interest immediately to City & Guilds.	
G.2	The provider has in place a robust Conflicts of Interest policy, and will always adhere to this throughout delivery.	
G.3	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 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 require 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(s) for each action.

Approval criteria action plan	
Ref.	**Action plan detail**

Ref.	Action plan detail

Section 5 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: • This application and any subsequent approval application(s); • Centre Contract General Terms; • Quality Assurance Standards: Centre Handbook; • Quality Assurance Standards: Centre Assessment; • T Level Technical Qualifications Provider approval and quality assurance guide; • The relevant policies, procedures, and regulations; and • The relevant Technical Qualification specifications In addition, you on behalf of the Provider must agree to the following conditions: • Give all reasonable access and cooperate with City & Guilds in matters related to your application to become a City & Guilds Approved Provider (Centre) in accordance with City & Guilds requirements. • 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. • To ensure all reasonable steps are taken to ensure City & Guilds are able to comply with its Conditions of Recognition and contractual obligations with the Institute for Apprenticeships and Technical Education (the Institute). • You will comply with and ensure that all qualifications are delivered in accordance with the relevant Equalities Law. • You will have in place a complaints and appeals procedure. • You will complete the annual self-assessment by the required deadline as specified by City & Guilds. • You will have in place 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.
☐ I understand that on receipt of the completed application, we will contact you to upload your delivery staff CV's and certificates to the T Level portal. A link will be provided. We are unable to proceed with any approval without this evidence being uploaded.

Name:	Date:
Position:	

Appendix 1 – Privacy Statement

As part of this form, we may use the information to provide to update our customer contacts. By submitting this form, you agree to the following use of information.

Purpose for processing:

- communicate with you in relation to any issues, complaints, or disputes;
- develop, improve and deliver marketing and advertising for products and/or services offered by us or another member of the City & Guilds business;
- improve the quality of experience when you interact with our products and/or services, including testing the performance and customer experience of our Website;
- prevent and detect crime and/or assist with the apprehension or prosecution of offenders.

What information do we collect?

We collect, process the following information:

- Full Name
- Email
- Telephone
- Position
- Organisation

Who do we share your personal data with?

We may share information with internal teams and external quality assurance associates.

How do we keep your information safe?

Your information is securely stored and shared in a restricted access, secure SharePoint site.
You can find information about your rights as a data subject and how we protect your data in our privacy policy here: www.cityandguilds.com/help/customer-privacy-notice

IfATE is the contracting authority for T Levels, and therefore any information shared as part of your application will be shared with IfATE for the purpose of continuing with the delivery of T Levels. This may include personal data where necessary and, will be processed in accordance with IfATE's Privacy Notice. Where a T Level transfers to another Awarding Organisation, your information – including personal data where necessary- will also be shared with any successor Awarding Organisation for the purposes of continuing to deliver the T Level.

Get in touch

City & Guilds Quality team.

We are here to answer any queries you may have regarding your T Level Technical Qualification approval.

Should you require assistance, please contact us using the details below:

Monday - Friday | 08:30 - 17:00 GMT

T: 0300 303 53 52

E: technicals.quality@cityandguilds.com

W: www.cityandguilds.com/tlevels

Web chat available here.

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