

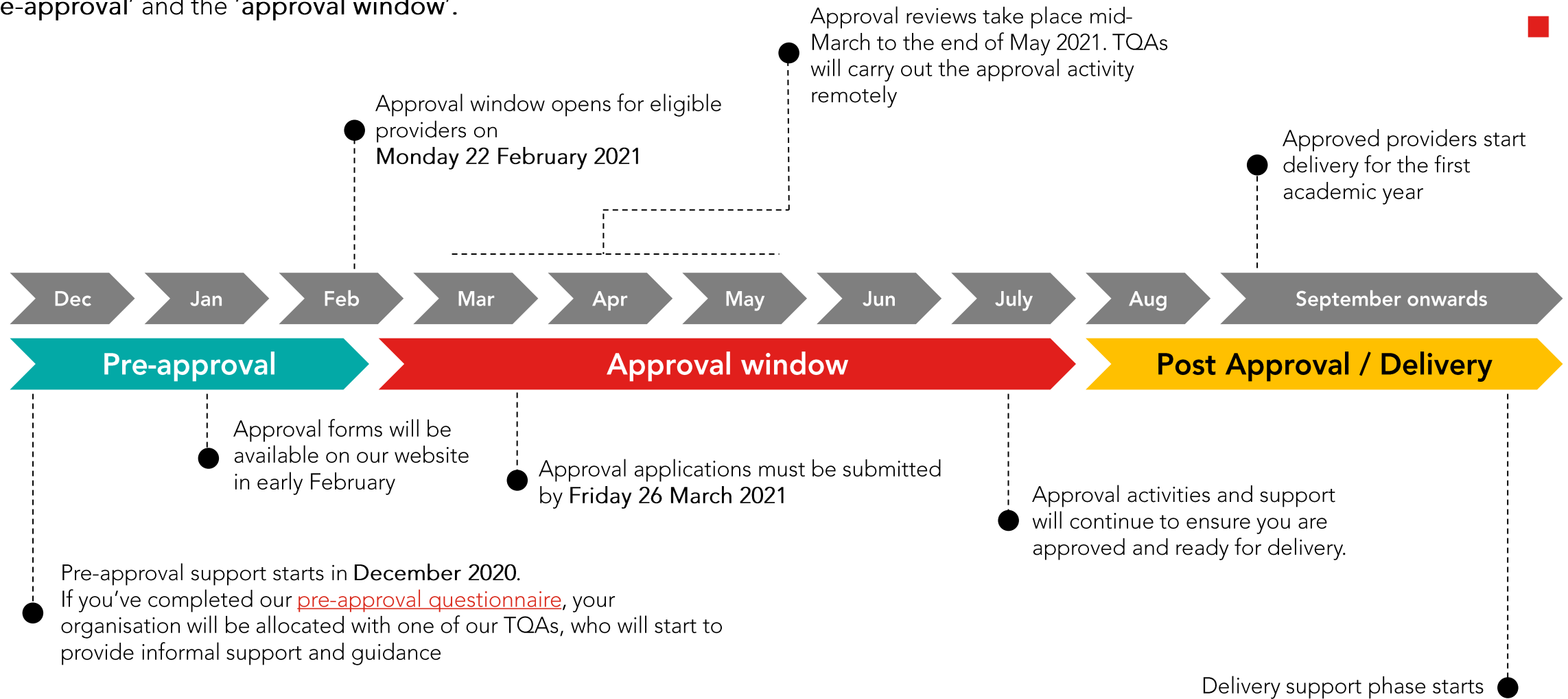
# T Level Provider approval

Information and guidance for Wave 2 Providers  
February 2021



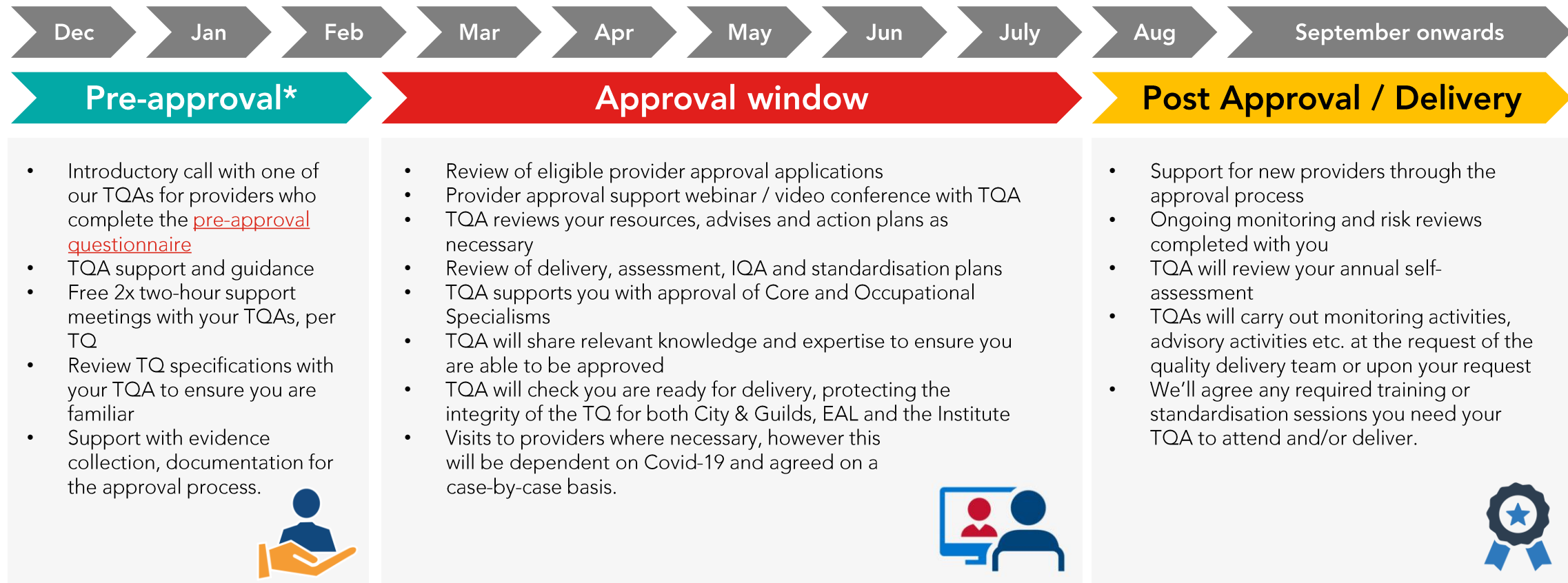
# Approval timeline

The approval process is split into two sections; 'pre-approval' and the 'approval window'.



# Approval timeline

Here's what to expect from us during the process



# Provider pre-approval

(01 December 2020 – 21 February 2021)

The TQA's role between 01 December until the approval window opens on 22 February 2021 is to provide support and guidance to eligible providers, helping you prepare and ensure that you can be approved in time for delivery in September 2021.

This is an informal process, and if you've completed our [pre-approval questionnaire](#), we will allocate a TQAs to you and provide their contact details. The aim is to provide support and guidance that enables you to prepare for approval and ensure your application is successful. One TQA will be allocated per TQ; for example, one for On-site Construction, and another for BSE.

During this phase you will be entitled to the following support:

- Informal guidance and advice on TQ criteria, resources and preparing for delivery.
- 2x two-hour free of charge online meetings with your TQAs (per TQ) to discuss progress and preparing for the application process. These must be booked via the Quality team.



Eligible Provider  
submits  
application.

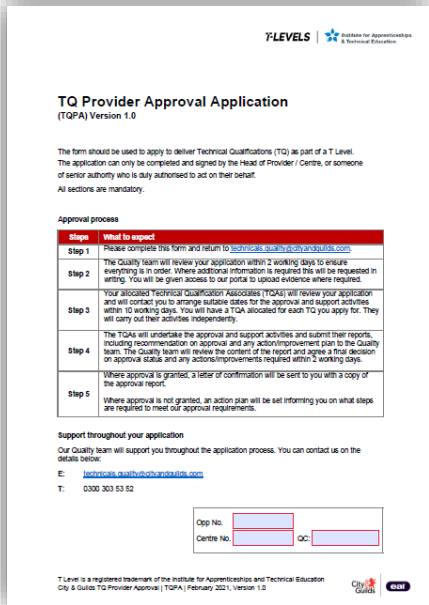


We will review  
your application  
with one of our  
TQ Associates  
(TQA)



Approval window opens 22 February 2021

# Application form



**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**

Step	What to expect
Step 1	Please complete this form and return to <a href="mailto:technical.quality@cityandguilds.com">technical.quality@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 Assessor (TQA) 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: [technical.quality@cityandguilds.com](mailto:technical.quality@cityandguilds.com)  
T: 0300 303 53 52

Opp No.   
Centre No.  OC:

T Level is a registered trademark of the Institute for Apprenticeships and Technical Education  
City & Guilds TQ Provider Approval (TQPA) February 2021, version 1.0



## Section 1 Provider Details



## Section 2 Application Detail



## Section 3 TQ Approval Criteria



## Section 4 Self-evaluation Action Plan



## Section 5 Delivery and Key Staff Information



## Section 6 Declaration

You'll need to complete the TQ Provider Approval Application (TQPA) form once our approval window opens on **22 February**.

It is important all sections are completed in full.

When completing the self-evaluation against the approval criteria in **Section 3**, any criteria that require further action should then be action planned in **Section 4**. This will help your TQA focus their support.

When complete, submit your application to [technical.quality@cityandguilds.com](mailto:technical.quality@cityandguilds.com)

# Supporting evidence



Once we've received your application form we'll provide you with access to our secure portal.

This is where you need to upload supporting evidence for your application so it can be reviewed by City & Guilds and your allocated TQA(s).

We don't need you to provide evidence for every criteria, only for those where policies and/or procedures must be in place, and for staff CVs, CPD records etc. The rest will be reviewed through the approval and support activities.

These criteria are marked with \* on the approval form. For the avoidance of doubt they are:

Approval Criteria						
A	B	C	D	E	F	G
5	1	1	1	2	2	2
		2	2	3	3	
		3	5	5	4	
		8			5	

You can upload all types of evidence to the portal. This should include photographs and/or videos of the physical resources you have in place.

At any point during the approval process the TQA may ask for additional evidence to be uploaded.

# Provider approval

(22 February – 31 July 2021 )



Eligible Providers can complete and submit the TQ Provider Approval Application (TQPA) from 22 February. The application is a self-assessment requiring details of physical resources and staff resources. You'll need to provide details of qualifications and relevant experience for those involved in the delivery of the TQs.



Submit your application to [technical.quality@cityandguilds.com](mailto:technical.quality@cityandguilds.com)

When we've received your application, one of our Quality team will check it, pass to your TQ Associate (TQA) and provide you access to our secure portal. This is where you upload evidence for the relevant criteria.



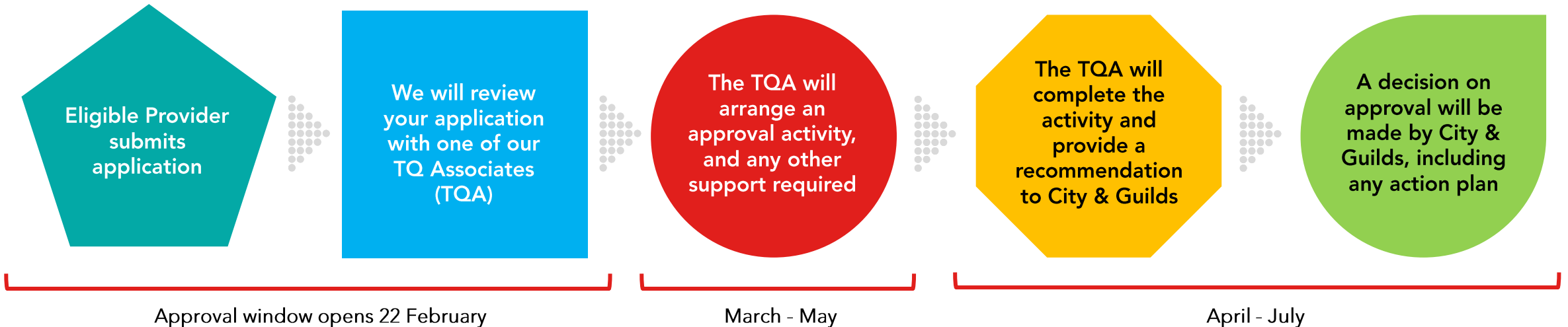
TQAs have the relevant occupational and quality assurance experience for the TQ.

Your allocated TQA will review your application, complete an approval activity and support you through the approval process.



We aim to ensure the approval process takes no longer than 30 working days from the submission of the approval application and required evidence. However, this will depend on individual circumstances.

Our priority is to ensure you have the very best support on hand to get approval.





# Contact us

The operational delivery of the approval and quality assurance is being managed by the City & Guilds Quality team.

Whether you're a City & Guilds customer or not, you'll need to contact us for all matters regarding approval and delivery of the TQs in On-site Construction and BSE.

## Quality team



[Technical.Quality@cityandguilds.com](mailto:Technical.Quality@cityandguilds.com)



0300 303 53 52



You can also chat with us online [here](#)

