

## 1897 Licence-linked Qualifications

### Centre Declaration Form

<b>Centre name</b>	
<b>Centre number</b>	
<b>Name of contact</b>	
<b>Contact number</b>	
<b>Email address</b>	

Please indicate which qualification/s you wish to offer:

Qual No:	Qualification title	QAN	
1897-20 (replaces 1897-01)	Level 2 Award for Working as a Door Supervisor within the Private Security Industry	601/4873/1	
1897-20 (replaces 1897-01)	Level 2 Award for Working as a Security Officer within the Private Security Industry	601/4874/3	
1897-20 (replaces 1897-01)	Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry	601/6065/2	
1897-30 (replaces 1897-02)	Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry	601/4875/5	
1897-22 (replaces 1897-03)	Level 2 Award for Upskilling a Door Supervisor within the Private Security Industry	601/6439/6	

We, the undersigned, fully understand the qualification requirements of the qualifications identified above and can confirm that by delivering this/these qualification/s, we shall ensure that:

- All assessments will be conducted in the English and/or Welsh language (as appropriate);
- Each learner has sufficient language skills before being put forward for assessment (as defined in the \*SIA “Introduction to Learning Leading Towards Licence-linked Qualifications” document);
- Practical scenarios are undertaken in a real or realistic work environment (including a minimum of three stairs being available for the demonstration of escorting an individual up and downstairs for the physical intervention skills unit);
- All trainers delivering training related to licence-linked qualifications have achieved the relevant teaching or training qualification as identified in section 4.2 of the \*SIA “Introduction to Learning Leading Towards Licence-linked Qualifications” document;
- All trainers delivering training related to Conflict Management qualifications hold a qualification at or above Level 3 in The Delivery of Conflict Management Training;
- All trainers delivering training related to physical intervention skills for the Door Supervisor qualifications each hold all of the qualifications as identified in section 4.4 of

the \*SIA *“Introduction to Learning Leading Towards Licence-linked Qualifications”* document;

- All trainers new to the security sector have three years of frontline operational experience in the last ten years in the UK relevant to the qualifications for which they are providing training;
- All existing trainers will demonstrate evidence of a suitable level of professional development in the sector including the equivalent of at least 30 hours every year spent in a combination of training, increasing professional knowledge through other means or working in the industry.
- That Awarding organisations retain the right to make spot checks on examination days to ensure the approved room and numbers are being adhered to
- We ensure that awarding organisation are made aware of the training and assessment venues in advance and that only these can be used; not substitutes, unless there has been an emergency, such as fire in which case this must be notified to the awarding organisation before the examination commences.
- We ensure that all learners sitting the licence-linked physical intervention unit meet the requirements as set out in section 7 of the \*SIA *“Introduction to Learning Leading Towards Licence-linked Qualifications”* document and agree to keep and maintain the relevant records.
- We ensure have checked and confirm that that for the Delivery of Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry, each learner has a valid first aid qualification OR can evidence sufficient training or experience to the qualifications identified in section 9 of the \*SIA *“Introduction to Learning Leading Towards Licence-linked Qualifications”* document.
- We will allow representatives from the SIA, awarding organisations and associated organisations including relevant qualifications regulators to inspect and/or audit training venues and/or training delivery and/or assessment, in order to ensure consistent quality of delivery and assessment
- We will maintain relevant records of how a learner meet requirements for delivery of licence-linked qualifications for audit purposes.
- We will check the ID of learning before assessment and complete the relevant City & Guilds documentation to ensure authenticity.
- We will accept an annual audit of our delivery of qualifications by an External Quality Advisor appointed by City & Guilds.

\* Please note that it is the centres responsibility to refer to the sections as set out in the most up-to-date version of the SIA *“Introduction to Learning Leading Towards Licence-linked Qualifications”* document.

**\*Signature of Head of Centre**

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**\*Email**

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**Date**

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**Name (block capitals)**

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**Official title**

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**PLEASE NOTE:**

*This declaration must be signed on centre/qualification approval and a copy sent to your High Priority Qualifications Team - [centredeclarations@cityandguilds.com](mailto:centredeclarations@cityandguilds.com) If this is not completed, approval cannot be granted and will delay when the first cohort of learners can be registered.*

*\*Re signatures & Email details:*

- *Electronic signature can be accepted*
- *Only a company email address will be accepted (no personal email addresses permitted)*