

Qualification approval for the Level 3 Award in Employment Awareness in Active Leisure and Learning (4835-03) for centres currently offering the Level 3 Certificate in Industry and Organisational Awareness (4851 -13)

If you currently offer the City & Guilds Level 3 Certificate in Industry and Organisational Awareness (4851-13) and now wish to offer the new Level 3 Award in Employment Awareness in Active Leisure and Learning (4835-03), please refer to the following notes which describe the actions you should take to obtain new qualification approval.

Fast track approval

This may be used for new qualifications where there is a close link in terms of content and assessment strategy between the new award(s) and your existing City & Guilds qualifications. Qualification approval is achieved simply by completing the attached fast track approval form. Qualification approval will be an automatic process. Fast track approval is appropriate providing:

- you have been granted approval or have been actively offering the existing related qualification within the last two years
- there are no unresolved actions from your external verifier visits.
- there have been no changes to centre information previously supplied. **This means that no changes should have been made to any of the following centre details:**
 - assessors & internal verifiers
 - satellite centres
 - staff resources
 - physical resources
 - the levels of the qualification you intend to offer. If you wish to offer award levels that you have not previously offered, you should complete a Qualification Approval Form (QAP) which can be found in the document **Providing City & Guilds Qualifications - version 5** for the new level(s) and submit the form to your City & Guilds regional/nation office.

However, where only minimal changes to the first 4 items above have occurred, you may still use the fast-track form, but should also complete and attach Form APU contained in the document **Providing City & Guilds Qualifications – version 5**. In such cases, an additional verification visit **may** be necessary to confirm that the approval criteria continue to be met. **In submitting the attached fast-track form without an APU, centres are confirming that there are no changes to the above. Failure to inform City & Guilds of changes may result in approval being withdrawn.**

Full approval

Where there is no obvious link between the proposed new awards and your existing approved qualification(s), a Qualification Approval Form (QAP) form should be completed and an external verifier visit will be necessary, *for which a fee of £200 will be incurred.*

If you have any queries, please contact your City & Guilds regional/nation office

Application for fast track qualification approval



Form FTAP
Edition 2

Fast track approval is a streamlined approval process for existing centres. Typically, it is used when

- a qualification is replaced or updated
- approval for an VRQ would automatically entitle the centre to offer the corresponding VRQ.

The qualification(s) listed below indicate those you may currently offer that would now entitle you to fast track approval for the new qualification(s) listed adjacent to them. For example, offering the 1234/01 Level 1 VRQ in Floristry would entitle you to request fast track approval for the 5678/01 Level 1 VRQ in Floristry Studies as per below.

If you are unsure of your centre's status regarding your eligibility for fast track approval, please contact your local regional/national office. Once completed, please send this form to your regional/national office.

Centre name **Centre number**

Address **Postcode**

Region/nation Please select from the drop-down menu..

Name of contact **E-mail address** **Telephone number**

Please tick the boxes of the qualifications below you **currently offer** which will be replaced/superseded by the corresponding new qualifications that you would like to request **fast track approval** for

Current qualifications offered:				New qualifications offered:			
Qualification number	Level	Title	Tick	Qualification number	Level	Title	Tick
4 8 5 1 / 1 3	3	Certificate in Industry and Organisational Awareness	<input type="checkbox"/>	4 8 3 5 / 0 3	3	Award in Employment Awareness in Active Leisure and Learning	<input type="checkbox"/>

I confirm that this centre has previously offered the qualifications as detailed above. Where changes have taken place, a completed APU form, plus CVs of assessors/verifiers where appropriate, will be forwarded with this form.

I also confirm that all necessary resources for offering the new qualifications are currently in place.

I understand that, in order to process this application, City & Guilds may require further information possibly involving an EV visit, which may incur a fee.

Signature

Name

Date (dd/mm/yyyy)

Please send this form to your regional/national office. If you are unsure of the appropriate address, please refer to our website (www.cityandguilds.com) or telephone our Customer Contact Centre on 020 7294 2800.