

# Application for centre approval

**Please keep this form as a master copy.**

Submit this form **only** if your organisation is **not** currently approved to offer any qualifications through City & Guilds. **It should be completed with reference to other appropriate sections of *Providing City & Guilds qualifications - a guide to centre and scheme approval*.**

If completing this form by hand, please use **black ink** and **block capitals**.

Please enter appropriate details. All formal correspondence and documentation will be sent to the address you provide.

Name of centre .....

Address .....

.....

.....

..... Postcode .....

Telephone no ..... Fax no .....

E-mail address .....

2.1 Name of person who will be responsible for the quality assurance of all the City & Guilds qualifications your centre intends to offer. This person will be referred to as the Quality Assurance Co-ordinator (QAC).

.....

E-mail address .....

2.2 Official position .....

2.3 Telephone no ..... Fax no/e-mail address .....  
(if different from above) (if different from above)

3 Type of organisation (eg private company, school, training organisation, college, higher education institute, custodial establishment, Ministry of Defence)

.....

4.1 Please tick ✓ the box if your centre is involved with any quality assurance programme

eg ISO/BSI, Scottish Quality Management System (SQMS), Total Quality Management (TQM)

4.2 If you ticked the box in 4.1, please state the organisation(s), agency(ies) or quality assurance initiative(s) concerned and indicate the date of your last inspection (if applicable).

**Quality assurance organisation/agency/initiative**

**Date of last inspection**

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.....	.....
.....	.....
.....	.....

5 Please tick ✓ the appropriate box(es) to indicate the range of qualifications for which you will be seeking scheme approval.

N/SVQs

Other vocational qualifications

Other general education qualifications

Customised awards

6.1 Please tick ✓ the appropriate box(es) to indicate whether delivery and/or assessment of the qualifications will be offered at any satellite sites.

N/SVQs

Other vocational qualifications

Other general education qualifications

Customised awards

6.2 If you ticked any of the boxes in 6.1

- briefly describe the geographical spread of the satellite sites and state the number of sites in each location

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- briefly explain the relationship between your centre and its satellite sites.

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6.3 Please tick ✓ the appropriate box if you wish assessments to be undertaken through the medium of Welsh or bilingually.

Yes

No

If yes, briefly describe your requirements .....

.....

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7.1 If your centre is currently offering any of the following qualification types through other awarding bodies, please indicate in the appropriate box(es) the number of awards offered for each qualification type.

N/SVQs

Other vocational qualifications

GNVQs

Other general education qualifications

Academic or professional qualifications

7.2 Please state the names of the main awarding bodies concerned in relation to 7.1 and centre number allocated.

**Awarding body**

**Centre no**

.....

.....

.....

.....

.....

8 Please tick ✓ the appropriate boxes to indicate whether your centre has had a previous application for centre approval withheld or approval withdrawn, and by whom.

**Approval withheld**

**Yes**

**No**

**Approval withdrawn**

**Yes**

**No**

by City & Guilds



by City & Guilds



by another awarding body



by another awarding body



City & Guilds may be required to pass this information on to regulatory authorities and/or Government bodies.

- 9 The evidence you intend to present at the time of the approval visit should be identified in the box headed 'your evidence'. Examples are provided, although alternative evidence, so long as this satisfies the criteria, is acceptable. **Please be specific and refer to your actual documents/systems/procedures by name if available.**

For N/SVQ schemes, all criteria must be satisfied, the same is not always mandatory for vocational schemes. For such vocational qualifications, you are advised to consider the appropriate scheme requirements, and to present relevant evidence accordingly.

External verifiers undertaking scheme approval/verification visits will require access to the evidence cited on your application form(s). All approved centres are audited by City & Guilds to ensure continuing compliance with centre/scheme approval criteria. By submitting an application for approval, the centre is committing itself to maintaining the arrangements that meet those criteria.

Criteria	Examples of evidence	Your evidence
C1 The centre has/will develop aims and policies for promoting, implementing and reviewing the qualifications for which approval is sought.	<ul style="list-style-type: none"> <li>• Confirmation via centre marketing materials/business plan.</li> </ul>	
C2 Procedures are specified for communicating throughout the centre about the implementation of the qualifications.	<ul style="list-style-type: none"> <li>• Communication flowcharts</li> <li>• Written/oral explanation of procedures used/to be used.</li> </ul>	
C3 Procedures are specified for communicating between the teams responsible for implementing the qualifications/examinations.	<ul style="list-style-type: none"> <li>• Centre QAC identified</li> <li>• Confirmation that schedules/records of team meetings will be maintained</li> <li>• Written/oral explanation of procedures used/to be used (eg candidates' initial assessment procedure).</li> </ul>	
C4 The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are clearly defined, allocated and understood.	<ul style="list-style-type: none"> <li>• Records of all assessment sites and personnel</li> <li>• Documented quality assurance procedures</li> <li>• An organisational chart</li> <li>• Documented and signed agreements indicating the lines of accountability of partner organisations in relation to the management of assessment and internal quality assurance</li> <li>• CVs of the assessors and internal verifiers.</li> </ul>	

Criteria	Examples of evidence	Your evidence
C5 Procedures for maintaining and updating databases (IT or manual) are specified.	<ul style="list-style-type: none"> <li>• Database seen in operation</li> <li>• Written/oral explanation of procedures used/to be used.</li> </ul>	
C6 External administrative requirements will be fulfilled promptly and correctly.	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the requirements are demonstrated</li> <li>• Written/oral explanation of procedures used/to be used.</li> </ul>	
C7 Resources in relation to individual scheme requirements will be identified and provided (if applicable).	<ul style="list-style-type: none"> <li>• Procedures used/to be used for reporting to senior management on resource availability and additional needs</li> <li>• Procedures used/to be used to identify resource deficiencies and to prioritise and meet resource needs</li> <li>• Documented health and safety policy</li> <li>• A safe in a secure room/area for the retention of examination/assessment material.</li> </ul>	
C8 Staff will be allocated sufficient time to undertake their designated roles and responsibilities.	<ul style="list-style-type: none"> <li>• Details of candidate induction programme and arrangements for assessment planning</li> <li>• Written/oral explanation of guidance and support systems for reviewing candidate/assessor/IV performance and acting on the review</li> <li>• Written/oral confirmation that sufficient time will be allocated for providing candidates with information/advice/support.</li> </ul>	
C9 Staff development needs will be systematically reviewed.	<ul style="list-style-type: none"> <li>• Written/oral explanation of the process used to identify and meet staff development needs.</li> </ul>	

Criteria	Examples of evidence	Your evidence
C10 A staff development programme is/will be provided.	<ul style="list-style-type: none"> <li>• Details of induction programme for staff new to the qualifications</li> <li>• Information on recent/planned staff development events</li> <li>• Details of arrangements to enable assessors and internal verifiers to achieve the relevant qualifications (where appropriate)</li> <li>• Details of arrangements to support unqualified assessors and internal verifiers while they are working towards qualification (where appropriate)</li> <li>• Written/oral explanation of procedures for taking remedial action to support staff experiencing difficulties.</li> </ul>	
C11 There is an appeals procedure which is documented and made available to candidates. (see Appendix 7)	<ul style="list-style-type: none"> <li>• Documented appeals procedure including details of grounds for appeal and timescales</li> <li>• Records of appeals made and outcomes.</li> </ul>	
C12 Unit certification is/will be available (where this is appropriate).	<ul style="list-style-type: none"> <li>• Candidate records</li> <li>• Reference to unit certification in centre marketing materials (where this is appropriate).</li> </ul>	
C13 An effective system for quality assurance of assessment is in place/will be developed.	<ul style="list-style-type: none"> <li>• Quality assurance flow/organisational chart showing roles, responsibilities and reporting lines</li> <li>• Written/oral explanation of procedures used/to be used for reviewing/evaluating/improving quality assurance and for acting on feedback from quality assurance meetings/reviews</li> <li>• Written/oral explanation of procedures used/to be used for providing quality assurance information and support to satellite sites.</li> </ul>	

Criteria	Examples of evidence	Your evidence
C14 The centre has/will develop an explicit policy on equal opportunities.	<ul style="list-style-type: none"> <li>• Copy of the policy and/or details of how it is/will be made known to all those involved with assessment.</li> </ul>	
C15 The centre's access to assessment policy and practice is understood and complied with by candidates and assessors.	<ul style="list-style-type: none"> <li>• Documented policies and procedures</li> <li>• An action plan for the implementation of the equal opportunities.</li> </ul>	
C16 Information, guidance and advice on equal opportunities is/will be provided for new candidates, staff and work providers.	<ul style="list-style-type: none"> <li>• Relevant information, and details of how this is provided to all those involved with assessment.</li> </ul>	
C17 The recording system design enables/will enable candidates' achievements to be evaluated in relation to the centre's equal opportunities policy.	<ul style="list-style-type: none"> <li>• Example of record forms.</li> <li>• Written/oral explanation of procedures used/to be used.</li> </ul>	
C18 Welsh language policy and procedures are in place or under development (where applicable).	<ul style="list-style-type: none"> <li>• Availability of procedures to ensure equal treatment for candidates undertaking assessment through the medium of Welsh</li> <li>• In Wales, policies and procedures to promote an understanding of language sensitivity and assessment opportunities in Welsh with respect to the delivery of City &amp; Guilds qualifications</li> <li>• Assessment systems and structure which allow assessment opportunities in Welsh to be promoted.</li> </ul>	

NB. For evidence relating to C14 – C17, the EV will be looking at examples of policy and practice of implementation and review.

10 Declaration (to be signed by head of centre on behalf of the centre)

I declare that the information contained in this application is correct and current, and that I am authorised to sign on behalf of the centre.

The centre agrees that:

- this application will, if accepted by City & Guilds, form the agreement between the centre and City & Guilds, and the centre will submit an approval application update if there are any changes to the information in it
- it will operate according to City & Guilds policies, regulations, requirements, procedures and guidelines set out in *Providing City & Guilds qualifications* and/or the relevant Directories of Awards issued by City & Guilds, and any revisions or additions to those policies, regulations, requirements, procedures and guidelines which apply from time to time.

Surname ..... Forename ..... Title .....  
(BLOCK CAPITALS)

Official position .....

Signature ..... Date .....

**Please send this form and one copy of it to the appropriate City & Guilds regional/national office (refer to map at the front of *Providing City & Guilds qualifications*) or the Higher Level Qualifications department. Ensure you include all attachment sheets, and other documents specified in Section 3. Retain one copy for your records.**