

Qualification Approval



Application form

This form is to be completed with reference to Our Quality Assurance Requirements, which details the Centre Approval Criteria which must be met and lists possible sources of evidence, the City & Guilds Centre Manual, and the ILM Centre Handbook. All fields are mandatory unless otherwise stated.

Section 1 Contact details

1.1	Centre name	
1.2	Centre number (if known)	
1.3	Centre contact	Title
		First name
		Last name
1.4	Email address*	
1.5	Telephone number*	
1.6	Website	

* Please use the most appropriate contact email address and telephone number for City & Guilds to use in the event of a query related to this application

Section 2 Qualification details

2.1 Please enter the title and full product code (eg 1234-01) of the qualification(s) you are seeking approval for.

Qualification title	Qualification product code	Please state the number of learner registrations you expect in:	Year 1	Year 2
Please list the units of the qualification you are applying for				

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2.2 Please supply details of staff who will be involved in the assessing or internal quality assurance (IQA) of the qualification(s)

(Not relevant if applying for exam only qualifications)

Additional pages for this section are available. Please see the 'Additional staffing pages for Centre Update Form and Qualification Approval Form'

Please note that up-to-date CVs for all assessment and IQA staff must be made available

Please tick this box to confirm that the Centre ensures all staff involved in the assessing/internal quality assurance of the qualification(s) meet the requirements of the relevant assessment strategy(ies) and/or teaching syllabus, where appropriate.

Staff member

Staff name	Title	
	First name	
	Last name	
Qualification applied for/related to	Title	
	Number	
Please indicate which role(s) the named person will be undertaking (eg assessor)		
Please state whether holds or is working towards TAQA, A or V units, where appropriate		
Relevant professional qualifications		
Details of CPD in this subject area within the last 12 months		
Current and/or previous positions that demonstrate occupational competence and experience in this subject area		
Please list any other relevant experience or activities that help to demonstrate occupational competence in this subject area		

Staff member

Staff name	Title	
	First name	
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3. Existing approvals

3.1	Are you applying for a qualification that you are already delivering through another awarding organisation?	Yes No (If NO, please go to section 4)
3.2	Through which awarding organisation do you offer this qualification?	*Other
3.3	Please attach evidence of qualification approval (This could be letters or other communications confirming current approval status)	Evidence attached Yes No
3.4	Please attach evidence of compliance (Ideally this will be the two most recent quality assurance/verification reports to include this qualification and should be within the last two years)	Evidence attached Yes No
3.5	Do you have registration and certification status for this qualification?	
3.6	Have you ever had registration or certification status removed or suspended for this qualification?	Date, if YES (If NO, please go to section 4)
3.7	Please provide a brief explanation of why registration and/or certification status was removed/suspended and what corrective actions were taken	

4. Delivery and resource

Please tick this box to confirm that the centre has all of the relevant resources to meet the requirements of the relevant assessment strategy(ies) and/or teaching syllabus, where appropriate.

4.1	Please provide details of the physical resources you have to ensure you are meeting the requirements of the relevant assessment strategy and/or centre handbook for this qualification	
4.2	Please provide details of how you plan to deliver/assess the qualification and, if applicable, attach copies of schemes of work/unit session plans	
4.3	Please provide details of how you plan to quality assure the qualification	
4.4	Are you planning to deliver or assess this qualification in satellite centres or assessment sites other than your registered address? * If YES; please indicate the numbers and locations of sites by county/region	*Yes No
4.5	Please provide details of how employers will be involved in either the delivery and/or assessment of the qualification(s)	
4.6	Please provide details of the evidence available to show how employers have been involved in either the delivery and/or the assessment of the qualification(s)	
4.7	Do you require information on support materials and systems? (please tick all that apply)	
	Smartscreen e-volve Digital Learning Textbooks Logbooks Practice tests UPK	Learning Assistant (e-portfolio) Events (networking or quality improvement) Consultancy Services ILM Events International Approval Other

5. Declaration

(If this form accompanies a new Centre approval this should be completed by the Head of Centre)

By submitting this form the signatory hereby confirms and agrees that:

- he/ she is duly authorised to sign and return this form on behalf of the centre;
- the information provided in this application is complete and accurate;
- if this application is accepted by City & Guilds, it will (together with City & Guilds policies, procedures and guidelines notified to the centre from time to time) be added as an amendment to the agreement between the centre and City & Guilds.

Please tick this box to confirm acceptance of these conditions

5.1	Centre contact (or Head of Centre if accompanying a Centre Approval Application Form - CAP)	Title	
		First name	
		Last name	
		Job title	
5.2	Date of completion		

Please submit this form electronically to your Quality & Compliance Manager (QCM) or if you are unsure who your QCM is submit to: approval@i-l-m.com

Information on fees can be found adjacent to this form, at the following address:

<http://www.i-l-m.com/fees>

Please note fees are charged per qualification or qualification group, not per application.

Please ensure you include all attachment sheets and any other documents referred to throughout this form as required. Please retain a copy for your records.

Campaign Code (for office use only)

6. Possible sources of evidence that can be provided to support your Application

(This list is provided as a guide and is not exhaustive)

Physical resources

- Records of remote, satellite or corporate client sites
- Health & Safety Policy
- Public liability notice
- Equipment checklists
- RWE Criteria

Staff resources (including achievement of appropriate qualifications)

- Organisational chart(s)
- Role profiles
- Communication strategy
- Records of team meetings
- Training needs analysis for Assessors/IQAs
- Standardisation activities and records
- CPD opportunities and CPD records
- Training and Development plans
- Staff induction pack
- Appropriate number of IQAs: Assessors and Assessors: Learners
- IQA/Assessor certificates, CVs and occupational competence
- Staff Development Plans
- Staff Handbook (Induction)
- RPL/Exemptions procedure

Assessment

- Relevant occupational standards
- IQA sampling plan (including CAMERA)

Assessment documentation; portfolio, plans, observation records, feedback/ evaluation records

Learner tracking system

Learner induction pack

Learner development plan
Learner skills scans/ Initial assessment

Schemes of work (where appropriate)

ILPs

Review records

IQA Checklist

IQA records

Centre record files

Learner files

Minutes of meetings

Quality assurance and control

Quality assurance strategy

Quality assurance processes

City & Guilds - Our Quality Assurance Requirements

City & Guilds Centre Manual

Guidance on internal verification of N/SVQs.

Equal opportunities policy and monitoring

Records of Centre Update Forms

Access to assessment

Appeals procedure