



**Guide to Approval to offer
National Vocational Qualifications (NVQs)
for Training Providers and Employers**

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Contents

Introduction	1
1 Approval: an overview	2
Approval duties of systems verifiers and external verifiers	3
2 Applying for approval: overview	4
Help available before you apply for approval	4
3 Applying for approval as an NVQB centre	6
First steps: completing the application form for initial approval as an NVQB centre	6
Once you've sent in your application	16
Approval decisions	17
Further help and information	18
4 Applying for approval to offer a specific qualification	19
First steps – your application	19
Completing the application form for approval to offer NVQB awards	19
Once you've sent in your application	23
What happens after approval?	25
Further help and information	26
Appendices: Form CA1 – Application for Approval as a Centre	
Form SA1 – Application for Approval to Offer a Specific Qualification	

Introduction

This guide sets out the approval criteria and procedures for organisations interested in offering National Vocational Qualifications thereafter referred to as NVQs.

The organisations this guide to approval is aimed at include:

- ◆ Training providers whose sole purpose is the delivery of training and the assessment of candidates
- ◆ Private and public sector companies who offer training to their employees

1 Approval: An Overview

There are two types of approval:

- ◆ initial approval as an NVQ centre
- ◆ approval to offer specific qualifications

In **initial approval** we ensure that your centre has the management structure and quality assurance systems to support the delivery, assessment and internal verification of NVQ awards.

In **approval to offer specific qualifications** we ensure that, once you have decided on delivering a qualification, your centre has the staff, reference and learning materials, assessment materials, equipment and accommodation you will need to deliver and assess the specific qualification. We also check your internal verification system to ensure that it meets our quality requirements.

For both types of approval, you must demonstrate your **potential** to meet our approval criteria. You will have to show that you are continuing to meet our criteria after approval as you deliver and assess qualifications.

We will routinely monitor all our approved centres to ensure that the national standards for our qualifications are maintained. We reserve the right to withdraw your approval should we find that your centre is not meeting our criteria.

Further details of our monitoring processes are in the section 'What happens after approval' (page 28)

Approval Duties Of Systems Verifiers And External Verifiers

Systems Verifiers are specialists in auditing quality assurance systems, and are responsible for groups of centres. This allows them to become familiar with the centres in their area, to get to know the members of staff and provide continuity in monitoring the operation of centres' quality systems for delivery and assessment of NVQ awards.

You are likely to come into contact with Systems Verifiers during the approval process as they:

- ◇ scrutinize your application for initial approval as an NVQ centre
- ◇ visit your centre to check that you can meet the criteria for initial approval, including the criteria for internal verification
- ◇ prepare an initial evaluation report on you as a prospective NVQ centre
- ◇ make recommendations to the TVET Council on your approval as a centre
- ◇ consider evidence for lifting any conditions imposed on your approval
- ◇ support external verifiers on visits to your centre, where this is required

External Verifiers are subject-specialists. Each Verifier is responsible for the NVQ awards in a subject area known as a ***moderation group***.

External Verifiers will:

- ◇ visit your centre, at the Council's request, to check that you are meeting the criteria for approval to offer specific qualifications
- ◇ check your internal verification procedures as they apply to the delivery and assessment of specific qualifications
- ◇ make recommendations about your centre to the TVET Council to offer specific qualifications
- ◇ consider evidence for lifting any conditions imposed on approval

Note

The terms '**moderation**' and '**moderator**' are commonly used to describe this aspect of quality assurance. '**Verification**' and '**Verifier**' are used in the context of NVQ awards. '**Moderation**' and '**verification**' mean the same thing.

2 Applying For Approval: Overview

The next two sections of the guide tell you how to apply for approval. If you are seeking initial approval as a centre you should read both sections 3 and 4. Section 3 tells you how to apply for initial approval as an NVQ centre. Section 4 deals with how to apply for approval to offer a specific qualification.

You can apply for both initial approval and approval to offer a specific qualification at the same time, but you will not be approved to offer any qualification until you are approved as a centre.

Following initial centre approval, we will monitor your progress towards approval to offer a specific qualification. If you do not make an application within six months, we will contact you to discuss how we might assist you. If, within one year of achieving initial centre approval, you do not seek approval to offer a specific qualification, we reserve the right to remove centre approval.

After you have achieved approval to offer a specific qualification, we will monitor your progress in entering candidates. Approval is provisional for one year. Confirmation is subject to the entry/registration of candidates.

Help Available Before You Apply For Approval

We can help you in many ways throughout the approval process. If you are thinking of applying for approval, call our Quality Assurance Unit at telephone number 435 3096. The staff there will be able to answer any queries you might have about approval, and will send you an information package, which includes:

- ◆ our centre approval application form
- ◆ an invitation to attend one of our Approval Information Seminars
- ◆ information on the costs for entry and certification
- ◆ a copy of our current publications list

During our Approval Information Seminars, we look in detail at what is involved in approval, and discuss examples of systems which meet our quality criteria. The seminar will also tell you about how we conduct an approval visit and what happens after you have been approved. Our staff at the seminars will also be able to answer questions about any aspect of approval.

Arrangements can be made for a Technical Officer to visit your centre to provide assistance before you apply for approval.

The Technical Officer will be able to tell you about the full range of NVQ awards, and help you to prepare for approval. You can contact our Quality Assurance Unit at telephone number 435 3096.

Before applying for approval to offer a specific qualification you can ask for a development visit from one or more of our External Verifiers. The Verifier will be able to advise you on the resources you will need, and on strategies for assessing qualifications. To find out more or to request a development visit, call us at 435 3096.

You should make sure you have the current specifications for the qualifications and units you wish to offer before you make your application for approval to offer a specific qualification. For further information on current units, and to order copies of any publications, call us at 435 3096.

We realize that you will have your own concerns about the approval process. The Council will therefore provide all the assistance it can to make sure that your application for approval is successful.

3 Applying For Approval As An NVQ Centre

This section tells you what sort of evidence you will need to satisfy us that you can meet the criteria for approval as a centre and for internal verification. It concentrates on the approval application form, and gives advice on what we are looking for from your centre when we make our approval evaluation.

If you are already approved as an NVQ centre, go to section 4, (page 22).

First Steps: Completing The Application Form For Initial Approval As An NVQ Centre

The first thing to do if you want approval as an NVQ centre is to ask for an approval information pack from our Quality Assurance Unit. This includes a copy of the application form (CA1) for approval as an NVQ centre. You only need to complete this form if your centre is **not** already approved as an NVQ centre.

It will be helpful if you refer to the form as you read the following sections.

Section 1: About Your Organisation

The first section of the form asks for information about your centre.

It asks for two names: Head of Centre, and NVQ Co-ordinator
(this can be the same person)

The **NVQ Co-ordinator** is the person you nominate as the primary point of contact between your centre and the TVET Council. Once your centre is approved to offer a specific qualification, your NVQ Co-ordinator will be responsible for ensuring that other functions are carried out. These will include:

- ◆ liaising with all sections in the centre involved in the delivery and assessment of NVQ awards
- ◆ maintaining candidate records
- ◆ sending us candidate registration and entry information
- ◆ notifying us of candidates' results
- ◆ liaising with us on arrangements for external verification visits
- ◆ sending candidate evidence to us for central verification, when requested

- ◇ ensuring that visiting Systems Verifiers and External Verifiers have access to all necessary materials, evidence and, where applicable, sites

Additional sites: Sometimes centres need to be able to assess qualifications at more than one location. For example:

- ◇ the headquarters of the organisation may be the approved centre but it will offer the qualification throughout its branches
- ◇ a training provider may deliver the qualification on employers' premises

We deal with **the centre** – not the site – for all quality assurance arrangements, including candidate entry. However, in your application, you should list the addresses of *all sites* involved in the delivery of NVQ awards, and include a site selection checklist.

Your quality assurance systems must extend to any site involved in the delivery of the qualification. It will be your responsibility to ensure that a **single internal verification system** operates across the group of sites, ensuring a common assessment standard across all sites and all assessors.

Visits for initial approval as an NVQ centre will normally take place at the main centre, but we reserve the right to visit sites either at the time of initial approval or when further sites are being added to the centre's profile.

Sometimes it will not be possible to identify sites at the time of making your approval application. If this is the case, you should have a checklist of criteria which you will use to select sites. This should include confirmation that, for each site:

- ◇ there is a safe and healthy environment for candidates, staff and visitors
- ◇ there is a commitment to your centre's equal opportunities policy in terms of access to and assessment of the qualification
- ◇ candidates have access to the appropriate equipment, materials and staff for the qualifications being delivered and assessed at the site
- ◇ there will be access for Assessors, Internal Verifiers and TVET Council personnel, as required
- ◇ candidates and/or staff will be given sufficient time to attend relevant meetings

This checklist should also include space for the signature of a senior person from the main centre as confirmation that the site meets the NVQ criteria and that quality assurance will be maintained.

The Council also recognizes multi-centre relationships, in which two or more centres collaborate in the delivery of a qualification but each centre enters candidates separately for NVQ awards. In such relationship, since each centre in the group takes responsibility for entry of its own candidates, the TVET Council deals with each as a separate centre for quality assurance and certification.

Specific qualification approval: Please indicate if you are applying for approval to offer a specific qualification at the same time as centre approval. If you have not yet applied for this, you should tell us about the types of qualifications that you are interested in delivering, and give us some indication of when you intend to make your approval application.

Section 2: Approval Criteria

This section of the form asks you to describe the systems which you will have put in place to meet the criteria for initial approval as an NVQ centre and for internal verification. During the approval visit, the Systems Verifier will look at the evidence which supports your answers and will expect to see documented policies and procedures. This may be a full quality manual, or simply a description of what activities are to be carried out, in what sequence, and by whom.

Criterion (A)

Management of internal quality assurance: Things you should consider at this point include:

- ◆ Do you have sufficient numbers of trainers, assessors, and internal verifiers for the anticipated number of candidates?
- ◆ Can you provide us with details of your organisation's structure and show how it relates to the delivery of NVQ awards? Does this show the lines of responsibility and support for both staff and candidates?
- ◆ Is your centre's administrative support adequate for implementing the necessary systems?
- ◆ Has an appropriate member of staff been appointed as NVQ Co-ordinator?
- ◆ Will you be able to gather feedback so that you can monitor and review the operation of your systems, to ensure continued compliance with our criteria and continuous improvement?

Evidence to support this part of the application could include:

- ◇ an organisational chart naming staff in key roles and showing lines of responsibility and support
- ◇ descriptions of responsibility in relation to NVQ awards for members of staff
- ◇ a description of systems of communication among staff
- ◇ reference to existing systems which support the delivery of other qualifications and/or training
- ◇ your arrangements for internal review of quality assurance (e.g. internal audit procedures)
- ◇ documented policies and procedures for the assessment of candidates

Criterion (B)

Management of information: We require all centres to have a system for storing information on NVQ awards, policies, and procedures so that it is accessible to all relevant staff.

Evidence to support this part of the application could include:

- ◇ details of methods of storing information, e.g. paper filing system, information centre, staff resource base or computer database

The centre should also have a system for disseminating this information. The **NVQ Co-ordinator** is responsible for sending information from the TVET Council to your centre's staff. Staff involved in a qualification should be kept informed of any matters which affect its delivery and assessment.

Evidence to support this part of the application could include:

- ◇ a management information system e.g. staff meetings and staff notice boards
- ◇ procedures for the distribution of mail and any other documentation from NVQ
- ◇ designated member of staff (NVQ Co-ordinator) to be responsible for the distribution of information

All centres are required to maintain records on candidates' progress. Evidence to support this part of the application could include:

- ◇ methods of maintaining records, e.g. paper filing system or computer database

- ◇ information on where records are to be kept, e.g. in a central location, in the workplace or by individual members of staff
- ◇ secure facilities for the storage of records
- ◇ procedures for the disposal of records
- ◇ roles and responsibilities of staff with respect to record keeping

We also require centres to have a system for forwarding candidate information to the TVET Council.

The **NVQ Co-ordinator** is responsible for providing all information requested by the TVET Council. His/her responsibilities will include:

- ◇ registering candidates with the TVET Council and allocating Candidate Numbers where necessary
- ◇ entering candidates for qualifications in accordance with timescales published by the TVET Council
- ◇ ensuring candidates' records are maintained
- ◇ liaising with the TVET Council for External Verification
- ◇ providing information on candidates progress

There has to be a system for ensuring that all staff delivering and assessing qualifications provide the relevant information to the NVQ Co-ordinator and that this information is in turn forwarded as soon as possible to the TVET Council.

Evidence to support this part of the application could include:

- ◇ procedures for the internal recording of candidate information
- ◇ procedures for informing the TVET Council of candidates' progress
- ◇ administrative assistance available
- ◇ roles and responsibilities of staff involved

Criterion (C)

External quality assurance: The TVET Council deploys External Verifiers to sample the work of your candidates to check that the qualifications are being assessed in a way which maintains national standards. The way this works is that external verifiers will visit your centre. We may also use central verification for some qualifications, which means that we may sometimes ask you to send us evidence for a sample of candidates chosen by us.

The **NVQ Co-ordinator** is normally responsible for providing all the information we request and for collating any of the candidates' evidence requested for central verification or visits from external verifiers.

Evidence to support this part of your application could include:

- ◇ the name of the person who is responsible for the co-ordination of all external verification visits (normally the NVQ Co-ordinator)
- ◇ an outline of the procedures to be followed to ensure that assessment materials are available when the External Verifier visits – this is especially important when the centre consists of more than one site
- ◇ a system to ensure that staff understand this process and our requirements, including those relating to how long you need to retain candidate evidence
- ◇ a system to ensure that action is taken as the result of any feedback from our external verification processes

Criterion (D)

Resource management: It is your responsibility to ensure that you have sufficient resources to enable all candidates to achieve the competences defined in our qualifications. This applies to all sites where the qualification is to be offered. 'Resources' in this context means staff, accommodation, equipment, and materials.

Evidence to support this part of your application could include:

- ◇ procedures for accessing resources
- ◇ learning materials, e.g. standard texts, handouts, videos, working instructions/procedures
- ◇ reference materials, e.g. professional journals, company reports, codes of practice, National Standards, organisational regulations
- ◇ resources for assessment
- ◇ checklists to ensure that resources are adequate at all sites where the qualification is to be offered
- ◇ roles and responsibilities of staff in allocating, planning and reviewing resources

Fullfilment of corporate/statutory obligations: Information about your centre's ability to meet its corporate/statutory obligations will be required. Possible sources: National Insurance Certificate of Clearance (National Insurance Department), Tax Clearance Certificate (Inland Revenue Department).

Management of staff: You should supply details of your staff recruitment, induction and development policies. We need to be sure that you have a system in place to ensure that you have enough qualified staff to meet the requirements of all qualifications on offer. Your staff should be given adequate opportunity for their own development, and there should be a system for establishing their requirements.

Evidence to support this part of the application could include:

- ◆ a system for identifying the qualifications and experience required by staff involved in the delivery and assessment of NVQ awards
- ◆ a system for the induction of staff into their roles as Assessors and Internal Verifiers in your centre
- ◆ a staff development and review system

Criterion (E)

Training Provision For Candidates: As a centre, it is your responsibility to provide training opportunities for candidates to help them reach the national standards.

If you are a training institution, you are required to provide evidence of an adequate system for developing and evaluating competency based training programmes. Possible sources of evidence may be:

- ◆ documented policies and procedures for programme development
- ◆ documented evidence of delivery intentions/training and support materials

If you are an employer, you are required to provide evidence of adequate arrangements for work-based training. This may be in the form of documented arrangements with training providers and other approved centres.

Criterion (F)

Management of candidates: Centres must have an induction, guidance and support system for candidates.

It is your responsibility to ensure that candidates are given adequate support from their entry through to certification. You should provide details of the

systems of induction, guidance and support that you have set up for your candidates. Candidates should know and understand:

- ◆ the background to the qualification
- ◆ the application and benefits of the qualification
- ◆ the requirements of the qualification - standards to be achieved and structure
- ◆ the training and support available
- ◆ the process for assessment, review, guidance, evidence-gathering and portfolio-development (if applicable)
- ◆ the recording and certification systems
- ◆ the roles and responsibilities of staff in delivering NVQ awards

Evidence to support this part of your application could include: a handbook for candidates which, in addition to the information about the course (see previous paragraph) could include information on:

- ◆ health and safety
- ◆ appeals system
- ◆ equal opportunities policy
- ◆ information on the centre
- ◆ information on staff, i.e. roles and responsibilities of assessors, internal verifiers and mentors
- ◆ candidates' responsibilities for gathering evidence

You should be able to demonstrate your commitment to equal opportunity in the selection, admission and assessment of candidates.

Any centre offering NVQ awards should ensure that everyone eligible has an equal chance of benefiting from the services it provides. You should provide details of your centre's equal opportunities policy and records that show that it is being followed. There may be instances where centres, by their nature, cannot operate equal opportunities policies – e.g. prisons, or centres where the provisions are aimed at a specific group of people. In these instances we will respect your circumstance but we will ask you to supply details in the application form so that a reasonable judgment can be made about how you are addressing the criterion for access and equal opportunities.

Appeals: If a candidate disagrees with an assessment decision, he or she should have the right to appeal. He or she should know the grounds on which an appeal can be made, and the procedure for doing so. You should provide details on the centre's appeals procedure. The procedure should:

- ◇ state that appeals will be dealt with internally
- ◇ set out the basis on which appeals may be made
- ◇ outline the steps to be followed in conducting an appeal (see * below)
- ◇ ensure the maintenance of full records at each stage (i.e. the nature of the appeal, persons involved and dates of discussions and meetings, and the decision reached) as evidence that an appeal has been processed.

It will help you and the candidate to have timescales within which each stage of an appeal will be processed.

*There should be at least three stages in your procedure:

1. Initially, the Assessor should deal with any concern about assessment.
2. If the matter has been discussed and no satisfactory outcome has been achieved, the candidate and assessor should refer to the matter to the Internal Verifier identified by the centre.
3. If no satisfactory outcome has been achieved after this discussion, the candidate may appeal to the TVET Council. At this point the TVET Council's appeals procedure will be followed.

Details of your appeals procedure should be enclosed with the application form.

Criterion (G)

Internal verification: A centre must have an internal verification system to ensure that:

- ◇ results are consistent between assessors where more than one assessor assesses the same unit
- ◇ assessors' judgments are consistent for different candidates
- ◇ assessment and recording procedures are followed
- ◇ evidence of assessment is available for the External Verifier

Your internal verification procedures should ensure that:

- ◆ the roles and responsibilities of all those involved in the assessment and internal verification process are documented
- ◆ all learning and assessment materials used for the qualifications are subject to a system of internal verification
- ◆ all assessors and internal verifiers involved in the qualification meet regularly to agree and familiarize themselves with the materials to be used and to establish consistency of interpretation and assessment of the standards. These meetings will take place before, during and after the assessment of the qualification. (The purpose of these meetings is to ensure that appropriate assessment materials are available before delivery, to monitor consistency of assessment decisions during delivery and to review assessment practice after delivery.)
- ◆ all items to be discussed are set down in an agenda and decision and action points are recorded.
- ◆ there is a statement of the methods used by the centre's internal verifiers, e.g:
 - ⊙ sampling assessments to monitor consistency e.g. cross-marking
 - ⊙ countersigning of assessment records kept by the assessors
 - ⊙ observing a sample of assessments to monitor their consistency, e.g. dual assessment
 - ⊙ supporting assessors by offering guidance and advice

An Internal Verifier can also act as an Assessor, but cannot internally verify assessment evidence from a candidate if he or she is involved in carrying out that assessment with that candidate. In such cases another Internal Verifier must do the verification. You should note that even if only one assessor is involved an internal verifier's system should still operate.

The Internal Verifier will also be responsible for implementing the centre's appeals procedure to settle any disputes between candidates and Assessors.

Supplementary information: The documents you need to send with your application form are:

- ◆ your National Insurance Certificate of Clearance

- ◆ your appeals procedure for candidates
- ◆ your equal opportunities policy
- ◆ your health and safety policy
- ◆ your internal verification procedures

And, if appropriate:

- ◆ your site selection checklist

It is not necessary to send anything else with your application – the Systems Verifier will discuss details of your documented policies and procedures with you on the day of the approval visit and compile a report of his or her findings for us.

Section 3: Declaration

Your application should be signed and dated by one of the two people named at the start of the form (Head of Centre or NVQ Co-ordinator). The application cannot be processed unless the form is signed.

Once You've Sent In Your Application

You should send your completed application form, and documentation that supports your application, to the Quality Assurance Unit, the TVET Council. We will acknowledge receipt, and if we find we need any more information, we will get in touch with your NVQ Co-ordinator.

When we have all the information we need, we will contact your NVQ Co-ordinator to arrange a convenient time for a centre approval visit by a Systems Verifier. If you have applied for approval to offer a specific qualification at the same time, an External Verifier for each subject area involved will accompany the systems verifier.

The Systems Verifier will look for evidence that your centre has the potential to meet the criteria for approval as an NVQ centre.

N.B. the Systems Verifier will be compiling a report during the approval visit. It would be very helpful if you could provide somewhere private where the Verifier can do this.

At the end of the visit, the Systems Verifier will give your NVQ Co-ordinator a verbal report on the findings of the visit, outlining the recommendation on approval that will be made to the TVET Council's Quality Assurance Committee. The Committee will then consider your application (and the Systems Verifier's report and recommendation) and will make a formal decision on whether or not your centre is to be approved.

Approval Decisions

The Quality Assurance Committee will make one of three decisions, and notify your NVQ Co-ordinator in writing:

Approved:

This means that we consider your centre to have the potential to support the delivery of NVQ awards. We may also make recommendations about enhancing your systems.

You will be allocated a centre number. You should use this number on all the forms and documentation that you submit to the TVET Council.

Approval withheld until conditions are met:

We will make this decision if we think that your centre is not yet able to meet one or more of the approval criteria (e.g. because there is a lack of documented procedures or because of the absence of an appeals procedure).

You will be asked to provide more evidence of your centre's ability to meet the approval criteria. Depending on the nature of this evidence, the systems verifier may have to make a return visit. Once all the conditions have been met, your centre will be given approval.

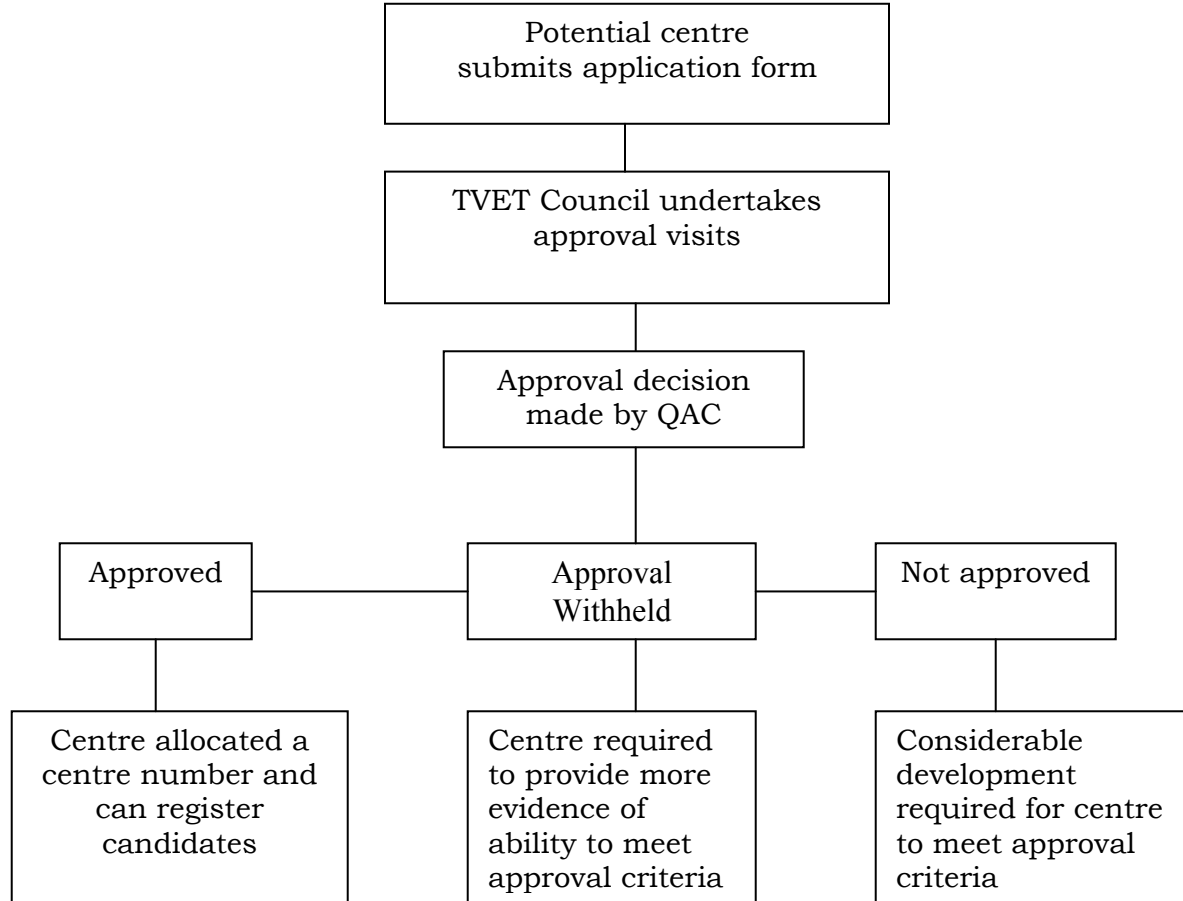
Not Approved:

This means that your centre does not meet the approval criteria and that considerable development is required before you can be expected to meet these criteria.

The letter informing your NVQ Co-ordinator of the decision may include an offer of further assistance from the TVET Council.

You have the right to appeal against a decision that you consider inappropriate. You may write to the TVET Council's Quality Assurance Unit and ask for the decision to be reconsidered.

Flowchart To Illustrate The Process Of Centre Approval



Further Help and Information

Please remember that we will always be very happy to assist you as you go through the process of becoming an NVQ centre and gaining approval to offer specific NVQ awards.

If you have any questions, please contact the Quality Assurance Unit at the TVET Council.

A member of staff will provide you with detailed information about the approval process, the people involved, and the timescales, and any additional support you need.

After you achieve centre approval, we will monitor your progress towards approval to offer specific qualifications. If you do not seek approval to offer a

specific qualification within six months of being approved as a centre, we will contact you to discuss how we might assist you.

We will remove centre approval from any centre that does not go on to offer specific qualifications within the timeframe mentioned previously.

4 Applying For Approval To Offer A Specific Qualification

This section of the guide tells you what sort of evidence you will need to satisfy us that you can meet the criteria for approval to offer a specific qualification.

First Steps - Your Application

We will acknowledge receipt of your centre's application.

We will look at your application and see whether we need more details. If we do need more information from you, we will contact the person you have nominated as your main contact for this qualification – normally your NVQ Co-ordinator.

We will then consider your application, and this may include a visit to your centre. An approval visit may not be necessary if your application is satisfactorily completed and:

- ◆ your centre has experience of offering NVQ awards in the same subject areas
- ◆ successful external verification has been carried out recently in the same subject area

Completing The Application Form For Approval To Offer National Vocational Qualifications

Before you make your application you should make sure you have the current version of the qualifications and units you wish to offer. For a current publications list, further information on current qualifications, and to order copies of any publications, call us at telephone number 435 3096.

It will be helpful if you refer to the form as you read the following sections.

Cover Sheet

This cover sheet asks for details about your centre and the types of qualification for which you are seeking approval.

If the application is on behalf of a consortium, or if it is a joint submission between two or more centres, you should provide the names of the partner(s) and one centre should be nominated to act for **all** the participating centres.

Please ensure that you have ticked the appropriate boxes for the type of qualifications you wish to offer. You do not need to submit separate forms for qualifications in the same subject or occupational areas. You should submit separate forms for qualifications in different subject or occupational areas, as details on the resources used to deliver the qualifications will differ.

Example

◆ NVQ Food and Drink Service

and

◆ NVQ Using Information Technology

You should submit two separate forms.

If you are in doubt, please call the Quality Assurance Unit for advice.

Documents Submitted With This Application

If you are sending any supporting documentation, please list it here. If you have insufficient space in any part of this form, please continue on a separate sheet, and list all the extra sheets in this section.

Declaration

The application should be signed and dated by the authorized signatory. This should be a person with sufficient status and authority to be responsible for the quality of delivery and assessment of NVQ awards throughout your centre. We will not be able to process your application until it has been signed. By signing this declaration, you are confirming that you will allow access to TVET Council personnel for the purpose of monitoring national standards, which is a condition of your approval as an NVQ centre.

Part A

Section 1

Qualification Details

For each qualification, please give:

- ◆ the full title of the qualification, e.g. NVQ Customer Service
- ◆ the level e.g. level 2, and the qualification number
- ◆ the numbers and titles of the individual units which you wish to offer.

Section 2

Details Of Previous Experience Of Assessment In This Qualification Area

If you have experience of assessing qualifications in this subject area, please list the relevant details here. This will enable us to process your application quickly, and, if possible, without making a visit.

Section 3

Resources To Be Used To Support The Assessment Of The Qualification(s)

Accommodation: This section of the form asks you to supply details of the resources you intend to use to support the assessment of the qualification. Before completing this part of the application, it is important that you are familiar with the content of the units which make up the qualification. Your centre should provide an environment which helps candidates to achieve the qualification and which ensures that technical and specialist needs are covered. We need to be sure that you have sufficient equipment to allow every candidate to achieve the competences defined in the qualification – particularly that they will be able to cover the range statements over which these competencies have to be assessed.

Equipment: If you intend to use shared resources (e.g. specialized reference materials and equipment), please describe the arrangements and provide evidence that agreement has been obtained from the owners of the resources. If you are using sites for the delivery and assessment of this qualification, please send us your site selection checklist if you have not already done so as part of your centre approval application. (There is advice on the design of the checklist in Section 1 ‘Applying for approval as an NVQ centre’.)

Reference and learning materials: Reference and learning materials available to candidates could include:

- ◆ standard texts, handouts, videos, case studies, working instructions, procedures and manuals, technical publications, professional journals, codes of practice and National Standards.

Assessment materials: Please provide details of how you intend to assess candidates (i.e. the methods of assessment – observation in the workplace, practical exercises, role play, case studies, written and/or oral questions, simulation). You may wish to produce an assessment plan indicating which units or elements or series of elements are to be assessed by your chosen methods of assessment.

Please remember that it is not necessary to assess each performance criterion separately – assessment of different elements or performance criteria can and should be integrated (see TVET Council’s *Guide to Assessment and Quality Assurance for Training Providers and Employers* for more details on this).

If you are using assessment material which has not been verified by us, we would strongly advise you to seek prior verification. We will review and comment on the assessment materials submitted with this form.

In order that we can assess your potential to deliver and assess the qualification, we expect to see:

- ◆ fully expanded learning and assessment materials for all the units you intend to offer during the first six months of the qualification – a minimum of six units

If you are applying for approval to offer individual units rather than a full NVQ award, we require the same amount of evidence. If your application is for fewer than six units, full evidence for all these units must be provided, whatever the timescale for their delivery.

If you are applying for approval to offer an NVQ, and intend to offer candidates the opportunity to achieve the units in any order, we will expect to see fully expanded learning and assessment materials for **all** the units which you are applying to offer.

- ◆ For a practical task, give us a full description of the task with a checklist containing the skills which you expect to observe.
- ◆ For written questions, give us the full set of questions along with the solutions and marking scheme.

Additional evidence to support your application could include:

- ◆ an assessment schedule for a typical candidate indicating where integration could be achieved and the timing of assessments

- ◆ procedures for remediation and reassessment

Where some or all of the qualification is achieved through an integrated project or assignment (for example, Video Production or Fashion Design) or where candidate evidence is going to occur naturally through normal work tasks, it may be difficult for you to provide the sample of material outlined above. Please contact our Quality Assurance Unit at the TVET Council if you need any help in deciding on an appropriate amount of evidence.

Internal verification: Please give us a brief description of how your centre's internal verification system applies to this qualification, and let us know how many candidates, assessors, and internal verifiers will be involved with the qualification.

Staff qualifications and experience: Staff need to be:

- ◆ competent in the subject/occupational area to a level appropriate to the qualification
- ◆ competent in assessment (or internal verification) of the type involved in the qualification
- ◆ familiar with the procedures and documentation for the qualification

You should supply details of **all** members of staff who will be Assessors and/or Internal Verifiers for the qualification. These details should include the names of staff members and the units which each will be assessing and/or verifying. Where applicable, you should also give details of the site where the assessment will take place. Finally, you should also identify which members of staff are internal verifiers and which are assessors, (Remember that Internal Verifiers cannot verify the assessment evidence for any candidate whom they have personally assessed).

For each member of staff listed you are asked to supply details of the qualifications and experience as they relate to the units for which they are responsible. This information should be completed and signed by the member of staff, as a confirmation to us that they are aware of their role in the qualification. Tell us where and when relevant qualifications were achieved or the work experience gained. It would be helpful if you would give us brief outlines of the courses or work experience undertaken, using full titles rather than abbreviations.

Once You've Sent In Your Application

If we decide that an approval visit is necessary, our Quality Assurance Unit will arrange a convenient date and time with your NVQ Co-ordinator and confirm the arrangements in writing. The visiting team will consist of an External Verifier for each of the subject areas involved. If several verifiers need to visit you at the same time, they are likely to be accompanied by a member of staff from our Quality Assurance Unit.

If the team is large, it would be helpful if you could provide a room where they could meet during the visit.

External Verifiers will look for evidence that your centre has the **potential** to meet the criteria for approval to offer the specific qualification.

At the end of the visit, the Verifiers will tell your NVQ Co-ordinator about the recommendations on approval they will be making. Whether a visit takes place or not, the recommendations are passed to the TVET Council's Quality Assurance Committee - this Committee is responsible for making the final decision on approval to offer specific qualifications.

The TVET Council's Quality Assurance Committee will make one of four decisions. The Quality Assurance Unit will send written confirmation of our decision to your NVQ Co-ordinator.

Approved: This means that we consider that your centre has the potential to support the delivery and assessment of specific NVQ awards. We may make recommendations to help you to enhance your delivery and assessment of these qualifications.

Approval withheld until conditions are met: We will make this decision if we consider that you are not yet able to meet one or more of the approval criteria (e.g. specialised equipment not available, inadequate learning materials or assessments not measuring the stated performance criteria). Your centre will not be approved until TVET Council conditions have been met.

You will be asked to provide more evidence of your centre's ability to meet the approval criteria, depending on the nature of the evidence requested, there may be occasions where an external verifier has to make a visit to the centre. Once all conditions have been met, your centre will be approved to offer the qualification.

Not approved: This means that your centre does not meet the approval criteria and that considerable development is required before you can be expected to meet these criteria.

If the decision is 'not approved', the letter informing your centre of the decision will include an offer of further assistance from the TVET Council.

Approval withdrawn: If, within one year of achieving approval to offer a qualification, no candidates have been entered in that moderation group, we reserve the right to remove approval to offer that qualification. If no candidates have been entered for any

qualification within this time we also reserve the right to remove centre approval.

You have the right to appeal against a decision which you consider to be inappropriate. You may write to the Quality Assurance Unit and ask for the decision to be reconsidered.

What Happens After Approval

When you have received formal approval from us as a centre, and have also been approved to offer specific NVQ awards, you can start to enter candidates. We will regularly monitor your quality assurance in relation to NVQ awards but, as you become more experienced, and build up a record of satisfactory delivery and assessment of our qualifications, we may reduce the frequency of this monitoring.

A Systems Verifier will visit you to ensure that your systems are fulfilling their potential, and will monitor your compliance with our quality assurance criteria. If there are problems in your quality assurance systems, your Systems Verifier will clearly identify what the problems are and will advise you on how to tackle them. If the problems are serious, and are in danger of compromising candidate achievement, the Systems Verifier will recommend an Action Plan detailing what needs to be done and laying down strict timescales for you to adhere to. We will provide advice and support during this time. If you cannot carry out the required action in the agreed timescale, we reserve the right to remove TVET Council approval from your centre.

Our external verification process samples candidate achievement in a variety of ways. You will receive visits from External Verifiers. You will receive a copy of the report made by the external verifier to the TVET Council. Should problems be encountered, we will not be able to certificate your candidates until these have been rectified. We will monitor reports made by External Verifiers to check whether overall quality assurance issues are arising – if they are, this may prompt a visit from your Systems Verifier.

Further Help And Information

We aim to make the approval process as smooth as possible for you, and are ready to provide any assistance or advice you may need.

Please contact the Quality Assurance Unit at the TVET Council at telephone number 435 3096 if you have any queries about the approval process.

Form CA1



APPLICATION FOR APPROVAL AS A CENTRE

This form should be used for approval as a centre

To offer specific qualifications please apply using the following:

- Form SA1 Application for Approval to offer a Specific Qualification

Please complete in black ink or typescript

For advice on how to complete this form, please see - Guide to Approval or contact the Quality Assurance Unit at the TVET Council at telephone 435 3096

Section 1: About your organization

1	Organisation's Full Name	
2	Address	
3	Post Code	
4	Telephone Number	
5	Fax Number	
6	E-Mail Address	
7	Name and Job Title of NVQ Co-ordinator	
8	Name of Head of Centre	
9	If you plan to offer qualification(s) at any sites other than at the address above, please list their names and addresses here. Attach a site selection checklist which defines the criteria to be used when determining the suitability of sites.	

***The TVET Council will acknowledge receipt within 7 working days**

<p>10 Are you also applying at the same time for approval to offer a specific qualification(s)?</p> <p>Yes _____ go to question 11</p> <p>No _____ go to question 12</p>
<p>11 If yes, please list the full title including level of the qualification(s) here.</p>
<p>12 If you are seeking only centre approval at the moment, please indicate:</p> <ul style="list-style-type: none"> ▪ the subject or occupational areas in which you want to deliver qualification ▪ when you plan to apply for approval to offer these specific qualification(s).
<p>13 Have you ever had approval refused by the TVET Council <input type="checkbox"/> Yes (if Yes, please give details) <input type="checkbox"/> No</p> <p>Have you ever had approval withdrawn by the TVET Council? <input type="checkbox"/> Yes (if Yes, please give details) <input type="checkbox"/> No</p>

Section 2: About your systems

Please answer ALL questions by ticking the appropriate box.

- Some questions may not be applicable to your particular circumstances. Indicate this by ticking the ‘no’ box.
- Please use the ‘**comments**’ box to expand on your answers or to refer to supplementary material supporting your application.

The information you supply on this form, and any supporting materials, will be discussed during the approval visit. For further information on the approval visit please refer to the Guide to Approval.

In relation to your intention to implement qualifications, do you have, or propose to have systems which cover:

	Yes	No	Comments/Evidence
Management of internal Quality Assurance			
• managing the review of your QA procedures			
• documenting procedures that cover the needs of an NVQ centre			
• identifying staff roles and responsibilities			
• ensuring staff participate in consultation exercises and taking action on feedback			
Management of information			
• disseminating information to staff, candidates and other stakeholders			
• allocating candidate numbers to new candidates			
• submitting information and entry data accurately and timeously			
• storing information on NVQ awards procedural requirements and candidates			
• recording information about candidates, qualifications and procedural requirements			

In relation to your intention to implement qualifications, do you have or propose to have systems which cover:			
	Yes	No	Comments/Evidence
External Quality Assurance			
<ul style="list-style-type: none"> ensuring that staff understand this process and TVET Council's requirements 			
<ul style="list-style-type: none"> allowing access to TVET Council representatives 			
<ul style="list-style-type: none"> making available relevant materials in the appropriate locations or where appropriate sending the materials to TVET Council when required 			
<ul style="list-style-type: none"> retaining appropriate evidence until agreed disposal dates 			
<ul style="list-style-type: none"> taking action on any feedback arising from this process 			
Resource Management			
<ul style="list-style-type: none"> ensuring the centre meets its corporate/statutory obligations 			
<ul style="list-style-type: none"> ensuring you provide resources which support the assessment of NVQ awards 			
<ul style="list-style-type: none"> ensuring there is a safe and healthy environment for all candidates, staff and visitors 			
<ul style="list-style-type: none"> ensuring staff are competent in the subject/occupational areas within which they operate and they are competent to assess and internally verify assessments 			
Training Provision For Candidates			
<ul style="list-style-type: none"> providing training opportunities for candidates to help them reach national standards 			
<ul style="list-style-type: none"> developing and evaluating training programmes 			

In relation to your intention to implement qualifications, do you have or propose to have systems which cover:			
	Yes	No	Comments/Evidence
Management of Candidates			
<ul style="list-style-type: none"> making appropriate guidance and support available to candidates 			
<ul style="list-style-type: none"> demonstrating a commitment to equal opportunity in the selection, admission and assessment of candidates 			
<ul style="list-style-type: none"> making available material relating to NVQ awards 			
Appeals			
<ul style="list-style-type: none"> operating a satisfactory internal assessment appeals procedure for candidates 			
<ul style="list-style-type: none"> disseminating information on the appeals procedure to staff and candidates 			
<ul style="list-style-type: none"> maintaining records of appeals 			
Internal Verification			
<ul style="list-style-type: none"> ensuring the chosen assessment instruments and assessment schemes are valid and applied consistently 			
<ul style="list-style-type: none"> ensuring that the final assessment decisions made by assessors are accurate, reliable and recorded 			
Internal Verification: Reviewing and Amending Procedures			
<ul style="list-style-type: none"> monitoring the effectiveness of the internal verification system and implementing any necessary changes 			
<ul style="list-style-type: none"> implementing any changes made necessary by changes to TVET Council 			

Note:

During the visit the Systems Verifier will ask to see the documents and evidence you have referred to in the foregoing pages.

Please enclose the following documentation with this form when you send it to us and please list any supplementary documentation you are sending in support of this application:

	Tick	Other (please list)
Appeals procedure	___	
Equal Opportunities Policy	___	
Health and safety Policy	___	
Internal Verification Procedures	___	
Site Selection Checklist (if applicable)	___	

Section 3: Declaration

I declare that to the best of my knowledge the information given in this form and on any attached documents is correct.

I confirm that the centre will have the necessary financial and other resources to support delivery of NVQs that it wishes to offer.

I agree to provide access to TVET Council Verifiers or other staff and to appropriate national agencies. I understand that this is to allow national standards to be monitored and maintained.

Signed on behalf of
Head of Centre _____

Name (printed) _____

Date _____

Please return this form to:

**The Quality Assurance Unit
Technical and Vocational Education and Training (TVET) Council
#7, "Chelwood"
8th Avenue Belleville
St. Michael Barbados**
**Fax: (246) 429-2060
Email: office@tvetcouncil.com.bb**

Form SA1



**APPLICATION FOR APPROVAL
TO OFFER A SPECIFIC QUALIFICATION**

Please complete in black ink or typescript

For advice on how to complete this form, please see Guide to Approval

COVER SHEET

About your centre

1 Centre Name													
2 Centre Number													
3 Name and Job Title of NVQ Co-ordinator													
4 Telephone number													
5 Qualification title and code													

- has your centre obtained a copy of the Assessment Strategy Yes No

Please submit a separate Form SA1 for each qualification type

Please list all documents submitted with this application form

Declaration

The centre agrees to provide access to the TVET Council Verifiers or other staff and to appropriate national agencies. I understand that this is to allow national standards to be monitored and maintained.

Signed (<i>on behalf of Head of Centre</i>)			
-----------------------------------------------	--	--	--

Name (<i>printed</i>)		Date	
-------------------------	--	------	--

***TVET Council will acknowledge applications within 7 working days**

Application for approval to offer a specific qualification

Section 1 Qualification details
 (Please photocopy as required)

Qualification Title and Code									TVETC Use only	
Unit title and Code										
When approved to offer the above do you wish TVET Council to disclose this information to third parties (excluding Government Departments)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						

Section 2 Details of previous experience of assessment in this qualification area

Does your centre have experience of delivering TVET qualifications in this subject/occupational area? If yes please give details.

Section 3 Resources to be used to support the assessment of the qualification(s)

(Continue on a separate sheet if necessary)

1 Accommodation is suitable and takes account of technical/specialist needs

Accommodation to be used:

If sites are to be used, please submit your site selection for checklist.

2 Sufficient appropriate equipment is available for the qualification(s) and takes account of technical/specialist needs.

Equipment to be used:

3 Suitable reference material which supports the qualification(s)

Please list reference material available to candidates:

Section 3 (cont) Resources to be used to support the assessment of the qualification(s)
(Continue on a separate sheet if necessary)

4 Sufficient appropriate learning material which supports the qualification(s) is available and accessible to all candidates.

Learning materials to be used:

5 Assessment material is available for, and appropriate to, the requirements of the qualification(s).

Please give brief details below of the type of assessment materials to be used (e.g. observation checklists, project, case study)

6 Criteria for Internal Verification

	Yes	No
Has your centre prepared assessment material?	<input type="checkbox"/>	<input type="checkbox"/>
Has your centre's assessment material been subject to internal verification?	<input type="checkbox"/>	<input type="checkbox"/>
Is the material available for scrutiny by TVET Council External Verifier?	<input type="checkbox"/>	<input type="checkbox"/>

Any additional information you may wish to give us?

7. Assessors and Internal Verifiers are appropriately qualified/experienced.

Please provide a list of the members of staff who will be involved in the assessment and internal verification of the qualification(s).

Name	Assessor and/or Internal Verifier	Responsibility for Units as listed in Section 1 Unit number	Site (where applicable)

Number of Assessors:		Number of Internal Verifiers	
Initial number of candidates:			

Staff information

(Please photocopy as required and complete a separate sheet for each member of staff involved in the assessment and internal verification of the qualification(s). This section should be completed and signed by the member of staff.

Centre name		Centre number						
Qualification(s)								
Name								
Assessor	Yes	No		Internal Verifier		Yes	No	
Site (if applicable)								

Areas of the qualification(s) you will assess/internally verify:

Details of competence/experience in subject/occupational area

Qualifications and date achieved:

Experience of working and/or training and assessing in this area including dates:

Assessors and Internal Verifiers should be competent in assessment and verification practice – please provide details of formal relevant training

Course	Date
--------	------

		Yes	No
<i>Please tick all that apply</i>			
Are you familiar with the qualification?		<input type="checkbox"/>	<input type="checkbox"/>
Have you read the standards/specification?		<input type="checkbox"/>	<input type="checkbox"/>
Have you read the Assessment Strategy?		<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with TVET Council procedures?		<input type="checkbox"/>	<input type="checkbox"/>
Are you familiar with centre procedures/documentation?		<input type="checkbox"/>	<input type="checkbox"/>
Signed		Date	

The form is now complete. Before sending the form to the TVET Council, please check:

- ▲ first page of form has been signed and dated
- ▲ all staff information sheets have been completed and signed by the named Assessor or Internal Verifier

Please return to:

**Quality Assurance Unit
The TVET Council
#7 “Chelwood”
8th Avenue Belleville
St. Michael
Barbados**

**Telephone: 435-3096
Fax: 429-2060
Email: office@tvetcouncil.com.bb**