**QUALIFICATION APPROVAL FORM**

**(PIABC Limited Qualifications and Quality Assured Qualifications)**

**Reviewed: 12 November 2019**

**APPLICATION/APPROVAL DOCUMENT TO OFFER A QUALIFICATION**

**GENERAL**

|  |  |  |  |
| --- | --- | --- | --- |
| Centre Name |  | Centre Number |  |
| Name of person responsible for this qualification  |  | Position within centre  |  |

**QUALIFICATION FOR WHICH APPROVAL IS BEING SOUGHT**

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**QUALIFICATION APPROVAL**

This document accompanied by the completed Assessor/Internal Quality Assurer (IQA) approval forms including a 2 page CV and an example of a learning resource or assessment documentation should be sent to PIABC Limited when seeking approval. If the centre is new to PIABC Limited the Qualification Approval for one qualification will be checked and confirmed during the Centre approval visit. If the centre is already approved by PIABC Limited the award approval process will be carried out as a desk base activity.

Please note that if arrangements are the same for this qualification as for other PIABC Limited qualifications reference should be made to this and sections completed as "see qualification xxx". This is to avoid duplication for centres. For all qualifications staff need to be identified and CVs sent so that PIABC Limited can be confident that those delivering the programmes have the qualifications, experience and occupational competence expected.

**SECTION 1 - MANAGEMENT AND DELIVERY OF THE PROGRAMME**

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| --- | --- | --- | --- |
|  | **Criteria**  | **Centre to give details of how they meet the criterion**  | **Comments** **(PIABC Limited use only)** |
| **1.1** | **Management** Arrangements are in place for the effective management and delivery of the programme with all the team members being fully aware of their responsibilities.  |  |  |

**SECTION 2 - RESOURCES TO SUPPORT THE PROGRAMME**

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| --- | --- | --- | --- |
|  | **Criteria**  | **Centre to give details of how they meet the criterion** | **Comments** **(PIABC Limited use only)** |
| **2.1** | **Physical resources**There are adequate, up-to-date and regularly reviewed physical resources available to support the programme. Includes resources at all sites and locations and for all types of assessment. Details of how the centre checks the adequacy and safety of equipment in the work place should be included here  |  |  |
| **2.2** | **Staff resources**There are sufficient competent and qualified staff to support the delivery and assessment demands of the programme. ***NB. All staff delivering and assessing this qualification need to be named. They also need to complete the PIABC Limited Assessor/ IQA Approval Form and send this with a 2 page CV prior to the approval* visit.**  |  |  |

**SECTION 3 - LEARNER SUPPORT WITHIN THE PROGRAMME**

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|  | **Criteria**  | **Centre to give details of how they meet the criterion**  | **Comments** **(PIABC Limited use only)** |
| **3.1** | Meeting needs of learnersLearners are recruited to the appropriate programmes and given the necessary support to achieve. Progress of learners is regularly reviewed, accurately recorded, up to date and securely stored. ***NB Please send an example of a learning resource, assessment documentation, skill scan or type of evidence.*** |  |  |

**SECTION 4 - WORK BASED COMPETENCE QUALIFICATIONS: ASSESSMENT AND VERIFICATION ARRANGEMENTS WITHIN THE PROGRAMME**

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|  | **Criteria**  | **Centre to give details of how they meet the criterion**  | **Comments** **(PIABC Limited use only)** |
| **4.1** | Assessment arrangementsValid and reliable assessments are carried out by suitably qualified staff and in accordance with qualification requirements.  |  |  |
| **4.2** | Verification arrangements Internal verification is carried out by suitably qualified and experienced staff and effectively used to ensure the validity of assessment decisions |  |  |

**SECTION 5 - NON-COMPETENCE BASED QUALIFICATIONS: EXAMINATION AND ASSESSMENT ARRANGEMENTS WITHIN THE PROGRAMME**

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|  | **Criteria**  | **Centre to give details of how they meet the criterion**  | **Comments** **(PIABC Limited use only)** |
| **5.1** | **Examination/assessment arrangements** Examinations/assessments are conducted in a reliable manner using are suitably qualified staff and in accordance with qualification requirements |  |  |

**SECTION 6 - MARKETING**

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|  | **Criteria**  | **Centre to give details of how they meet the criterion**  | **Comments** **(PIABC Limited use only)** |
| **6.1** | Marketing and Publicity The centre has a clear marketing strategy for the qualification and publications that include information about prior qualifications, delivery modes and assessment activities.  |  |  |

**SECTION 7 - EXPECTED RECRUITMENT**

In order to assist PIABC Limited with planning for External Quality Assurance or examinations please give an estimate of the number of learners that you hope to recruit in the first two years.

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| **Title of Qualification** | **Number expected in Year 1** | **Number expected in Year 2**  |
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**SECTION 8 - CHECKLIST OF DOCUMENTS**

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| **Completed form**  | **Assessor/IQA forms for all staff on competence based qualifications** | **CVs for all staff delivering the qualification** | **Evidence (i.e. learning resource of other)**  |
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##### DECLARATION BY CENTRE REPRESENTATIVE

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| Arrangements for the all aspects of this qualification must be approved as a guarantee that students will receive their entitlement to fair and equal treatment and to a high standard of tuition and resources. Qualification approval is subject to regular checks by External Quality Assurance and Centre Monitoring I am aware that in signing this document I agree to provide access to PIABC Limited and the regulatory authorities to relevant premises, people and records and to co-operate with PIABC Limited’s monitoring activities. I also declare that the information submitted in this application is correct and that I am authorised to sign on behalf of the centre. |
| Centre Representative Signature:  |  |
| Print Full Name:  |  |
| Position within the Centre:  |  |
| Date:  |  |
| Please return your completed submission to: PIABC Limited, The Boilerhouse, Caunt Road, Grantham, Lincolnshire NG31 7FZIf you have any queries regarding the completion of this form please ring the PIABC Limited office on +44 (0)1476 513884 or 513895 |

**ACTIONS PRIOR TO QUALIFICATION APPROVAL (*for PIABC Limited use only*)**

|  |  |
| --- | --- |
| The following actions must be completed and approved by PIABC Limited prior to approval to offer the qualification  | *PIABC Limited to initial when action complete* |

**RECOMMENDATIONS (*for PIABC Limited use only*)**

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| Approval is not subject to the following recommendations, but these should be put in place prior to the first External Quality Assurance or Centre Monitoring visit  | *PIABC Limited to initial when action complete* |

**QUALIFICATION APPROVAL AND OUTCOME**

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| --- | --- | --- | --- | --- |
| **Date of visit or desk based approval**  | **Name of the Approver**  | **Position** | **Signature**  | **Outcome** |
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**QUALIFICATION APPROVAL**

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| --- | --- | --- | --- |
| **Name** | **Signature** | **Position** | **Date** |
|  |  |  |  |