

Application for Approval as a VTCT Assessment Centre



Following your enquiry to become an approved assessment centre offering VTCT qualifications, please find enclosed application pack and supporting documentation as listed below.

- Form NV1 – Application for Approval as an Assessment Centre
Guidance notes to assist with completion of this document are provided on pages 11 and 12.
- VT17 – Application for Registration as an Assessor/Internal Verifier
- VTCT New Centre Handbook
This is a working document and is therefore subject to continuous review.
- VTCT Qualifications Fees 2009/2010
- VT02 Book Order form
Prior to approval, centres can use this form to order a maximum of 2 sample assessment books.
- Draft copies of Health and Safety Policy, Equal Opportunities Policy and Appeals Procedure.

If you wish to proceed with your application, please see the notes overleaf.

Please turn over

To apply to become an approved centre offering VTCT qualifications, please complete and return the following :-

- Form NV1
All sections of this form should be completed.
- Two copies of your Centre's:-
Health and Safety at Work Policy
Equal Opportunities Policy
Appeals Procedure
The draft copies of these documents included in your pack can be used for reference.
- A separate VT17 for each Assessor and Internal Verifier you wish to register.
It is permissible to register Assessors and Internal Verifiers up to one month from gaining Centre approval. Assessors and Internal Verifiers that are already registered with VTCT do not need to re-apply, providing that their full details are entered on Form NV1, Section 5 – Staffing Resources.

After an approval visit has been undertaken, a centre will be notified in writing from the Deputy Director – Quality Assurance of the outcome of this visit, and the date, if appropriate, when approval as a VTCT Centre begins. **Under no circumstances is a centre to assume approval and start advertising or undertaking the training of candidates on VTCT courses until this notification has been received.**

General fees

The following general fees apply for the academic year August 2009 to July 2010

Lifetime registration fee	£16.00
Single unit fee	£18.00
Replacement of correctly issued certificate	£23.00
Provision of Letter of Confirmation (<i>if award made prior to 1 August 1995</i>)	£23.00
Fee for conversion of N/SVQ accredited units to a full qualification	£20.00
Initial centre approval visit in the UK	£275.00
Routine external verification visit in the UK (two per sector, per centre)	NO CHARGE
Additional external verification visit	£295.00
Advisory visit	£225.00

Should you require any further information or guidance regarding the process, please contact Gary Mitchell – Quality Assurance Manager at qualityassurance@vtct.org.uk or direct dial 02380 684506.

Thank you for the interest you have shown to offer VTCT qualifications.