



**Form
NV1
September 2007**

Vocational Training Charitable Trust (incorporating IHBC, IHHT and IIST)

Application for Approval as an Assessment Centre

Full Name of Centre:

N.B. A separate application must be made for each site where summative assessment is to take place.

Date of application:

In respect of NVQ/SVQs and Non-NVQ/SVQs or Units listed below.
(Refer to VTCT Fees and Qualifications List for correct titles)

N.B. A separate application must be made for each different N/SVQ series

To assist you with the completion of this form, guidance notes accompany this application on page 11 and 12.

Section 1 (A): Administration

Centre Number: CFE/Independent Training/Workplace/Other:
(delete which is not applicable)

If other please state:

Centre Contact: _____	Position: _____
Centre Name: _____	
Street: _____	Town: _____
County: _____	Post Code. _____

Telephone: <input type="text"/>	Fax: <input type="text"/>
Website address <input type="text"/>	e-mail: <input type="text"/>
Head of Department: <input type="text"/>	Principal: <input type="text"/>
Examinations/Records Officer: <input type="text"/>	

Section 1 (B): Administrative Arrangements

1.1 Please give details of administrative arrangements for co-ordinating assessments and maintaining accurate records including registration and certification.

--

1.2 What arrangements are proposed for the secure storage of assessment material, forms and Candidate records?

--

1.3 Please state what procedures you have in place to ensure that records are supplied promptly to VTCT and that information from VTCT is correctly disseminated by the Centre contact to all Assessors and Internal Verifiers concerned.

--

Section 2: Management Systems

2.1 How do you plan to promote VTCT qualifications? *(Please include prospectus, current advertising material etc.)*

2.2 Please give details of management responsibilities for ensuring quality assurance for all VTCT qualification provision. *(Please include organisational charts and staff handbooks where appropriate.)*

2.3 Please state how often Assessor/Internal Verifier/team meetings will be held if appropriate and list what other methods of communication are used between the Centre, staff, candidates and external bodies.

2.4 Are any satellite sites used for the provision of assessments? **Yes** **No**

If Yes, what procedures do you have in place for liaising with such sites and providing Assessment and Internal Verification?

2.5 Do you have, or propose to have, any franchising arrangements with other Centres for VTCT qualifications? *(If so, please list the Centres and contact names and state how you intend to communicate effectively with these centres.)*

Section 3: Qualifications Offered

3.1 Please give details of the number of candidates for each qualification expected for verification during this current Session. *(Please state whether full/part-time/evening/weekend).*

3.2 What other qualifications in Health, Beauty, Holistic, Complementary, Sports fitness, Hairdressing, Key Skills, Customer Service or others similar to VTCT provision do you offer with which Awarding Bodies? *(Please supply brochure in relation to qualification provision).*

Section 4 Physical Resources

(Tick appropriate box)

- 4.1** Where appropriate, do you have a real working environment/simulated realistic working environment? Yes No
- 4.2** Do you have a workplace reception? Yes No
- 4.3** Does it have a till and telephone? Yes No
- 4.4** Are commercial products used in the treatment/training areas?
- (a) for assessment Yes No
- (b) for retail to clients Yes No
- 4.5** Is there a computer available in the training room? Yes No
- 4.6** How many treatment areas do you have for the provision of practical assessments?
- 4.7** Is the treatment area laid out in a workplace mode with cubicles or work stations as appropriate? Yes No

4.8 Where appropriate, state how many treatment positions are available for use at any one time and for what treatments. ***(Continue on a separate sheet if required)***

4.9 List on a separate sheet major items of appropriate equipment and tools available for use by trainees, detailing both type and quantity. ***(Please remember to enclose this list)***

4.10 State what arrangements you have made to ensure that equipment, procedures and accommodation are fit and safe to use and conform to current VTCT/Industry Code of Practice requirements and local byelaws. ***(Please enclose 2 copies of your Health and Safety Policy)***

4.11 Candidates must have access to real clients. How do you/will you attract real clients to cover the range of assessments required?

4.12 What suitable areas are available for private study and to take written assessments?

4.13 Do you have any of the following? ***(Please tick as appropriate)***

Specialised library facilities: Open learning facilities: IT facilities:

Section 5: Staff Resources

5.1 Please supply details of all occupationally competent Assessors. Please indicate which members of staff will be undertaking final (summative) assessments. **(Continue on a separate sheet if required)**

Name	TDLB D32/D33, D36 or ENTO A1/A2 or VRQ Assessor Award	Qualified or Working Towards?	F/t or P/t	VTCT Assessor Number

It is important to supply copies of all CVs and certificates with this application to indicate occupational competence.

NB. If any Assessors are not registered with VTCT, they must complete the NV12 application form enclosed with introduction pack (photocopy as necessary). This must be given to our Inspector with copies of their D32/33, A1/A2 and /or VRQ Assessor Awards and skill certificates on the Inspection visit.

5.2 Please supply details of all occupationally competent Internal Verifiers. Include qualifications incorporating TDLB units D32, D33 and D34, or ENTO units A1, A2 and V1 **(Continue on a separate sheet if required)**

Name	TDLB D34 or ENTO V1 or VRQ Verifier Award	Qualified or Working Towards?	F/t or P/t	VTCT Verifier Number

It is important to supply copies of all CVs and certificates with this application to indicate occupational competence.

NB. If any Internal Verifiers are not registered with VTCT, they must complete the NV12 application form enclosed with introduction pack (photocopy as necessary). This must be given to our Inspector with copies of their D32/33/34, A1/A2/V1 and /or VRQ Assessor and Verifier Awards and skill certificates on the Inspection visit.

5.3 Please give details of your recruitment selection and job allocation criteria and procedures. Include job descriptions and remits for all grades of staff where possible.
(Continue on a separate sheet if required)

--

5.4 Please give details of your staff development plans including induction programme and review procedures to ensure all staff are trained to Assessor/IV standards. Detail the target period and information on the resources and time allocated to staff, as well as the centres proposals for Continuing Professional Developments.

--

5.5 Please give details of any subject lecturers not listed as Assessors/Internal Verifiers.
(Continue on a separate sheet if required)

Name	Brief relevant qualifications/responsibilities

Section 6: Assessment and Quality Control

6.1 What time is allocated and what resources are available to ensure that Internal Verifiers can adequately sample assessments and give support services to Assessors, including those at satellite centres if appropriate?

--

6.2 What system do you have in place for co-ordinating assessment programmes?
(Internal Verification policies and procedures for sampling and maintaining candidate records etc.)

--

6.3 Give brief details of the candidates induction programme.

6.4 What system do you have in place for reviewing each candidate's development, assessment needs and goals?

6.5 What procedures are in place to ensure that maximum use is made of accreditation of prior learning to obtain unit credits and that candidates have appropriate guidance, information and advice in this respect?

6.6 What information, advice and support is given to candidates with special requirements?

6.7 All approved Centres must have an Equal Opportunities Policy. State what arrangements are in place for monitoring the effectiveness of your Equal Opportunities Policy. ***(Please supply two copies of the policy document).***

6.8 All Centres must have a Student Appeals Procedure. State what system you have for reviewing the quality and fairness of the assessment procedure. ***(Please supply two copies of the policy document).***

6.9 Give details of the Centres pre-exit guidance procedures for candidates.

Section 7: Workplace Liaison

7.1 Are workplaces used for assessments? Yes No
(If No, go to Section 8)

7.2 What workplace experience with on-site assessment is available for candidates, for what periods and for what Units?

7.3 Please give full details of how these assessments will be Internally Verified.

7.4 List all workplace Assessors used by your Centre and state their VTCT Assessor numbers if already registered. (**Continue on a separate sheet if required**)

It is important to supply copies of all CVs and certificates with this application to indicate occupational competence.

NB. If any Assessors are not registered with VTCT, they must complete the NV12 application form enclosed with introduction pack (photocopy as necessary). This must be given to our Inspector with copies of their D32, A2 and /or VRQ Assessor Awards and skill certificates on the Inspection visit.

7.5 What provision has been made for the staff development of workplace Assessors?

Section 8: General

8.1 Have you integrated Key Skills into your learning provision? Yes No

If **Yes**, give details of which ones and how these are offered, including details of appropriate equipment available for student use. If **No**, what are you intending to do?

8.1 cont.

- 8.2** Does your course provision include counselling skills? **Yes** **No**
- 8.3** Does your course provision include foreign languages? **Yes** **No**
- 8.4** Does your course provision include EC exchange visits? **Yes** **No**
- 8.5** Are assessments carried out during EC visits? **Yes** **No**
If **Yes**, please state by whom and for what Units.

Section 9: Declaration

This document was prepared by the undersigned:

Please delete as necessary:

I confirm that no previous application or registration as an approved Assessment Centre has been withdrawn or refused by any Awarding Body.

OR

Full details are enclosed of the circumstances of any such withdrawal or refusal and the corrective action we have taken.

Name _____ Status _____

Telephone number (***for contact purposes***) _____

Date: _____

For Office Use Only:

Checked By Quality Assurance: _____ Date: _____

Action:

Guidance Notes to complete the NV1 Application for Approval form.

Approval of qualifications: Please use the correct title of the complete qualifications you wish to offer, referring to the Fees and Qualifications Handbook. Approval is only given for the qualifications listed. Extension of approval for further qualifications can be obtained subsequently using Form NV1F which is issued with the VTCT Masters Pack.

Definitive statements are to be found in the current VTCT Centre Handbook.

Section 1(a) All qualification information will normally be sent to the Centre contact who must ensure that other involved persons are kept informed as appropriate. The Centre contact should state the position held within the Centre.

Section 1(b) This may be details of a system or, in the case of a small Centre, the staff responsible for overseeing the arrangement.

Section 2.1 Give details of how the Centre will promote VTCT qualifications, i.e. how will the Centre advertise the VTCT courses and who is responsible for promotion. A current prospectus may be given as evidence of the way courses are promoted.

Section 2.2 In the case of a large Centre, organisational charts are required. For a small Centre, the name of the staff member responsible will be sufficient.

Section 2.4 A satellite Centre is a site controlled by the main site where summative assessments may take place. It must be accessible to students at the main site and usually provides resources not available at the main site e.g. sports facilities. The Internal Verifier from the main site will also internally verify at this site. It will be inspected and visited by the External Verifier at the same time as the main site. It is not permissible for VTCT students to be summatively assessed at any other site than one inspected and approved by VTCT.

Section 2.5 If franchising arrangements are in existence, please list them. They will have to be inspected. It is not permissible for VTCT students to be summatively assessed at any other site than one inspected and approved by VTCT.

Section 3.1 The number of candidates is for anticipated verification purposes. Please note carefully if they are from evening or weekend classes. N.B. All candidates selected by the External Verifier for attendance at a verification visit must attend, even if they do not normally attend the Centre on that day, or at that time. Failure to attend may delay any claim for certification.

Section 4 All VTCT qualifications must be assessed in a workplace or a Realistic Working Environment which mirrors the structure and facilities of a workplace. The Realistic Working Environment is defined by VTCT and /or the appropriate (SSB) Standard Setting Body and (SSCs) Sector Skills Councils. Further guidance on this may be sought from VTCT if necessary.

Section 4.10 VTCT requires that all Centres have a Health and Safety Policy, two copies of which must be included with the application. If an Independent Centre does not have one available, VTCT can supply a draft to form the basis of one which must be completed and returned with the NV1 form as the Centre's own policy.

Section 5.1 All VTCT Centres offering NVQ/SVQs must have at least one Assessor who is occupationally competent in the skill area to be assessed and who holds the TDLB D32/33, ENTO A1/A2 Units and provides summative assessments. Other Assessors may be working towards the qualifications and be supported by a qualified Assessor and they have a maximum of 18 months to complete the qualification. All Assessors must be registered with VTCT.

Centres that only offer VTCT VRQs can register those who have obtained the VRQ Level 3 Assessor Award and the VRQ Level 3 Verifier Award, as appropriate.

Section 5.2 All VTCT Centres must have an Internal Verifier who is occupationally competent and holds the TDLB D34, ENTO V1 Unit for NVQ/SVQs, or the VRQ Verifier Award otherwise and who is a different person from the Training Assessor. All Internal Verifiers (IV) have 18 months to gain this unit. Small Independent Centres with only one Assessor may be supported temporarily by the VTCT External Verifier during this time to enable the IV to achieve the qualification. This requires specific approval from VTCT Deputy Director Quality Assurance and will be subject to conditions in regard to time and methodology. *Under no circumstances can such an **IV** also be the **EV** for signing Form NV8.* All Internal Verifiers must be registered with VTCT.

Section 6.4 The VTCT system allows a candidate to take a unit/s to build into full qualifications. A statement is required to show how this can be achieved and what advice is given to candidates.

Section 6.5 – 6.7 All Centres must have an Equal Opportunities Policy and also a Student Appeals Procedure. Two copies of documents detailing each of these policies must be supplied with the NV1 application. If a Centre does not have such policies available, VTCT can supply draft policies to form the basis for ones which must be completed and returned with the NV1 form as the Centre's own policies. All VTCT candidates who request reasonable adjustments must be supported to achieve their maximum potential and such support will be tracked by the External Verifier on each visit.

Section 7.4 All Workplace Assessors must also be occupationally competent, hold the TDLB D32/D33 or ENTO A1/A2 Units and must be registered with VTCT.

Processing of the Application

The NV1 application form will normally be processed within working 7 days. The Deputy Director Quality Assurance will inform the Centre if any clarification is required and the inspection and verification fees will be confirmed at that time.

Once agreement of these is received, the application form will be passed to the external verifier who will contact the centre to arrange when the approval visit is to occur.

During the approval visit, the Verifier meets the Centre contact, Assessors and Internal Verifier, checks their qualifications and looks at the resources and internal systems of the Centre. A report is completed which includes an action plan signed by the Centre contact and the Verifier which is then sent to the Deputy Director Quality Assurance. Approval is either given or a letter is sent to the Centre detailing further action before approval can be given. On approval, the Centre is sent a master pack of forms, which includes an initial supply of candidate registration forms.

Each Centre must have a minimum of two verification visits within the year 1st August to 31st July, or during the training period for candidates on courses for NVQ/SVQs.

Customer support is given via a dedicated help-line providing immediate advice on administrative matters and External Verifiers are also available by telephone to give additional technical advice.

Please send completed application to: Mr Gary Mitchell
Deputy Director Quality Assurance
3rd Floor, Eastleigh House, Upper Market Street,
Eastleigh, Hampshire SO50 9FD