

## Application for Centre & Qualification Approval

This form is for organisations applying for centre and/or qualification approval for the Qualifications Wales regulated Construction and Building Services Engineering qualifications offered by City & Guilds and EAL.

**New customers** - Complete sections A, B, C and declaration

**Existing City & Guilds and EAL Centres** - Complete sections A, C and declaration.

Separate application forms will need to be submitted by each sub centre.

Please forward all completed application forms for both City & Guilds and EAL to [skillsforwales.quality@cityandguilds.com](mailto:skillsforwales.quality@cityandguilds.com) for approval.

Please tick to confirm if you are applying for centre and/or qualification approval with City & Guilds and/or EAL.

City & Guilds  
EAL

# Section A Contact Details

## 1. Centre Details

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1.1 Full centre name

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1.2 Centre name to appear on certificates  
(if different from above)

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1.3 Centre Number  
(if already approved with City & Guilds or EAL)

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1.4 Centre address  
(main teaching and assessment centre to which assessment materials will be despatched)

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1.5 Billing address  
(if different from above)

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1.6 (i) Company registration number  
(if applicable)  
(ii) UKPRN  
(if applicable)  
(iii) DFE – LEA Establishment number  
(if applicable)

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1.7 Billing email address

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1.8 Centre email address

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1.9 Centre telephone number

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1.10 Centre website

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## 2. Individual contact details

|     | Role                     | Name | Job title | Phone | Email |
|-----|--------------------------|------|-----------|-------|-------|
| 2.1 | Head of Centre           |      |           |       |       |
| 2.2 | Quality Contact          |      |           |       |       |
| 2.3 | Centre Coordinator       |      |           |       |       |
| 2.4 | Examinations Office      |      |           |       |       |
| 2.5 | Emergency Contact Office |      |           |       |       |
| 2.6 | Finance Contact Details  |      |           |       |       |

# Section B Centre Approval

## 3. Type of Organisation

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- 3.1 Type of organisation
- School
  - FE College / Tertiary College
  - Secondary Selective
  - Sixth Form College
  - Adult Education Centre
  - University or other HE Centre
  - Private Training Provider
  - Local Government / Central Government / NHS
  - Voluntary Organisation
  - Employer
  - HMP / YOI
  - Armed Forces
  - Other (please specify)
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- 3.2 Number of years you have been established
- 

- 3.3 Please indicate any partnership arrangements

(e.g. sub-contracting, partnership arrangements, training provider working in partnership with a school or supplying services to a local authority)

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- 3.4 How are the respective partnership roles and responsibilities documented?
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3.5 If you are part of a larger organisation, please provide:

Name of parent organisation

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Head office address

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Head office telephone number

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Head office email address

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3.6 Please indicate which funding stream applies to your organisation

- Maintained
- CTC Trust
- Independent
- Foundation State
- Aided/Special agreement
- Higher Education
- Controlled
- Skills Funding Agency/Young People's Learning Agency
- HM Government
- Other (please specify)

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3.7 Please enter age range of candidates

Age minimum:

Age maximum:  
(if over 18 enter adult)

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#### 4. Previous Applications

Please declare if your centre has had a previous application for approval refused or withdrawn within the last 18 months by any awarding bodies or regulatory bodies, or centre sanction(s) imposed.

Failure to provide full details will result in immediate withdrawal of Centre Approval.

| Role   | Yes | No | If yes, please provide details |
|--|-----|----|--------------------------------|
| Centre or qualification application refused                                    |     |    |                                |
| Centre or qualification application withdrawn                                  |     |    |                                |
| Current centre sanction(s)<br>e.g. suspension of registration or certification |     |    |                                |
| Your centre is under investigation at present                                  |     |    |                                |

## 5. Existing Approvals/Accreditations

If your centre is currently accredited/approved/recognised by any other awarding bodies, regulatory bodies or professional associations, please provide details below.

| Organisation | Centre number | Qualifications sectors | Date of last inspection |
|--------------|---------------|------------------------|-------------------------|
|              |               |                        |                         |
|              |               |                        |                         |
|              |               |                        |                         |
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|              |               |                        |                         |

## 6. Centre systems, policies, procedures and resources

Policy/Procedure centres must have the following written policies/procedures in place prior to submitting an application (these will be checked as part of the approval activity)

Please tick to confirm that you have the following written policies and procedures:

Evidence

6.1 Data Protection policy

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6.2 Child Protection/Safeguarding policy

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6.3 Access arrangements and special consideration policy

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6.4 Equalities/Equal Opportunities policy

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6.5 Health and Safety policy

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6.6 Public Liability Notice

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6.7 Complaints policy

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6.8 Internal Appeals and Post Results Services policy

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6.9 Conflict of interest policy

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6.10 IT policy

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6.11 Recruitment and Selection policy

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6.12 Organisational Structure

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6.13 Continuing Professional Development (CPD) and Training policy

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6.14 Malpractice and Maladministration policy, including plagiarism

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6.15 Learner Administration policy

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6.16 Internal Quality Assurance policy/Non-Examination Assessment Policy

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6.17 Exams Contingency Plan/Exams Policy

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6.18 Welsh Language Policy (where applicable)

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6.19 All relevant resources to meet the requirements of the relevant qualification specification(s) manual(s)

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## 7. Facilities for the Storage of Confidential Materials and Candidate Work

Secure storage will be checked

Please tick  
to confirm

Please provide any additional information, if relevant

Is there a lockable safe/cabinet that is available solely for the storage of examination and other confidential assessment material?

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Is there a lockable safe/cabinet located in a secure room?

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Do you have arrangements to ensure exam papers and scripts are kept securely?

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Is your centre compliant or working towards all JCQ / EAL EAF1 examination requirements?

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## Section C Qualification Approval

| 8. Qualification title   | Approval being sought? | In which language(s) will candidates be assessed? |         | Expected learner numbers (year 1) | Expected learner numbers (year 2) | Expected start date (year 1) |
|--|------------------------|---|---------|-----------------------------------|-----------------------------------|------------------------------|
|  |                        | Yes   | English |                                   |                                   |                              |
| City & Guilds Foundation Qualification in Construction and Building Services Engineering Level 2 |                        |   |         |                                   |                                   |                              |
| City & Guilds Core in Construction and Building Services Engineering Level 2                     |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Bricklaying                                  |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Architectural Joinery                        |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Site Carpentry                               |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Timber Frame Erection                        |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Painting and Decorating                      |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Solid Plastering                             |                        |   |         |                                   |                                   |                              |
| City & Guilds Progression in Construction Level 2 - Roof Slating and Tiling                      |                        |   |         |                                   |                                   |                              |

City & Guilds Progression  
in Construction Level 2 -  
Dry Lining - Fixing

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City & Guilds Progression  
in Construction Level 2 -  
Groundworks

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EAL Progression in Building  
Services Engineering Level 2  
- Plumbing and Heating

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EAL Progression in Building  
Services Engineering Level 2  
- Electrotechnical Systems  
and Equipment Installation

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EAL Level 3 Building  
Services Engineering -  
Heating and Ventilating  
Craftsperson

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EAL Level 3 Building  
Services Engineering -  
Heating and Ventilating  
Installation

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EAL Level 3 Building  
Services Engineering -  
Plumbing and Heating

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EAL Level 3 Building  
Services Engineering -  
Electrotechnical Installation

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City & Guilds Level 3  
Construction - Dry Lining

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City & Guilds Level 3  
Construction - Roof  
Slating and Tiling

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City & Guilds Level 3  
Construction - Civil  
Operations - Groundworks

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City & Guilds Level 3  
Construction - Plant  
Operations

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City & Guilds Level 3  
Construction - Further  
Plant Operations

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City & Guilds Level 3  
Construction - Timber  
Frame Erection

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City & Guilds Level 3  
Construction - Bricklaying

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City & Guilds Level 3  
Construction -  
Architectural Joinery

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City & Guilds Level 3  
Construction - Site  
Carpentry

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City & Guilds Level 3  
Construction - Painting and  
Decorating

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City & Guilds Level 3  
Construction - Solid  
Plastering

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City & Guilds Level 3  
Construction - Wall and  
Floor Tiling

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## 9. Assessment, Tutor, Trainer, and Teacher Staff Details

Please list below the details of each internal quality assurer, assessor and tutor/trainer who will be involved with the qualification .

| Staff Name | Role<br>(internal quality assurer, assessor, tutor/trainer/teacher).<br>If assessor/IQA qualifications are not held, please state "working towards" | Holds assessor and/or verifier qualification or significant equivalent experience | Holds relevant professional qualification or can evidence significant equivalent experience | Has undertaken relevant CPD in the past 12 months | Which of these new qualifications will this role be involved with? |
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## 10. Alternative Locations

Please indicate whether practical or non-examination assessments, examinations or qualification delivery will be conducted at any location other than the centre address specified in Section 1.4 of this form.

| Alternative assessment and delivery location | Relationship between centre and alternative location(s) (if applicable) | Address and contact details of alternative location(s) (if applicable) |
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|--|---|--|

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## 11. Declaration

This declaration must be completed by the Head of Centre.

By submitting this form / application you hereby confirm and agree that:

- You are authorised to submit this application form on behalf of the centre.
- The information provided in this application form is complete and accurate.
- This application represents an offer to enter into a legal agreement with:
  - City & Guilds. If your offer is accepted by City & Guilds, the City & Guilds Centre Manual will apply; and
  - EAL. If your offer is accepted by EAL the EAL Centre Guidance Manual will apply.
- By submitting this application form you agree to be bound by the terms of conditions of each awarding body.

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First Name

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Surname

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Date

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Position

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Telephone

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Email

## 12. Information sharing

If you are seeking approval with both City & Guilds and EAL we can consider your application jointly. If you wish your application to be considered by both organisations at the same time, we will need to share the information submitted by you on this application form with the other awarding body including any other information and evidence considered as part of the approval process.

If you consent to City & Guilds and EAL sharing information as specified above, please include your signature below.

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Signature

(which may be typed)

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