

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

Please forward all completed application forms for both City & Guilds and EAL to 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

1.1 Full centre name

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

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

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

1.5 Billing address
(if different from above)

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

1.7 Billing email address

1.8 Centre email address

1.9 Centre telephone number

1.10 Centre telephone number

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 Officer				
2.5	Emergency Contact Officer				
2.6	Finance Contact Details				

Section B Centre Approval

3. Type of Organisation

- 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
-

- 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)
-

- 3.4 How are the respective partnership roles and responsibilities documented?
-

3.5 If you are part of a larger organisation, please provide:

Name of parent organisation

Head office address

Head office telephone number

Head office email address

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)

3.7 Please enter age range of candidates

Age minimum:

Age maximum:
(if over 18 enter adult)

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 approval refused			
Centre or qualification approval withdrawn			
Current centre sanction(s) e.g. suspension of registration or certification			
Your centre is under investigation at present			

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

6.2 Child Protection/Safeguarding policy

6.3 Access arrangement and special consideration policy

6.4 Equalities/Equal Opportunities policy

6.5 Health and Safety policy

6.6 Public Liability Notice

6.7 Complaints policy

6.8 Internal Appeals and Post Results Services policy

6.9 Conflict of interest policy

6.10 IT policy

6.11 Recruitment and Selection policy

6.12 Organisational Structure

6.13 Continuing Professional Development (CPD) and Training policy

6.14 Malpractice and Maladministration policy, including plagiarism

6.15 Learner Administration policy

6.16 Internal Quality Assurance policy/Non-Examination Assessment Policy

6.17 Exams Contingency Plan/Exams Policy

6.18 Welsh Language Policy (where applicable)

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

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 materials?

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

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

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

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	Welsh			
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

City & Guilds Progression
in Construction Level 2 -
Groundworks

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

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

EAL Level 3 Building
Services Engineering -
Heating and Ventilating
Craftsperson

EAL Level 3 Building
Services Engineering -
Heating and Ventilating
Installation

EAL Level 3 Building
Services Engineering -
Plumbing and Heating

EAL Level 3 Building
Services Engineering -
Electrotechnical Installation

City & Guilds Level 3
Construction - Dry Lining

City & Guilds Level 3
Construction - Roof
Slating and Tiling

City & Guilds Level 3
Construction - Civil
Operations - Groundworks

City & Guilds Level 3
Construction - Plant
Operations

City & Guilds Level 3
Construction - Timber
Frame Erection

City & Guilds Level 3
Construction - Bricklaying

City & Guilds Level 3
Construction -
Architectural Joinery

City & Guilds Level 3
Construction - Site
Carpentry

City & Guilds Level 3
Construction - Painting and
Decorating

City & Guilds Level 3
Construction - Solid
Plastering

City & Guilds Level 3
Construction - Wall and
Floor Tiling

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.

First Name

Surname

Date

Position

Telephone

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.

Signature

(which may be typed)
