

Application to Offer Additional Qualifications/Units

Thank you for continuing to choose Cskills Awards qualifications/units.

Please complete this form if you're already an approved Cskills Awards centre and wish to add further qualifications to your portfolio. If you need any assistance in completing this form please contact your customer co-ordinator on **0844 844 0113**.

Please email completed forms to **quality.assurance@cskills.org**, or post to:

Cskills Awards
Bircham Newton
King's Lynn
Norfolk PE31 6RH

On receipt of your form, your quality advisor will contact you to arrange a date to carry out an approval visit if required. Following successful approval, your centre approval records will be updated and you will receive a new certificate of approval.

For further information on Cskills Awards' systems, processes and fees please visit **www.caalliance.co.uk**.

Section 1: Qualification/unit details

Centre approval number

Centre name

Name of person responsible for quality assurance at your centre

Job title

Please detail below the qualification(s)/unit(s) you wish to offer within your centre together with your estimated number of registrations for your first and second year. Please refer to the website for qualification/unit titles and codes. Please print extra copies of this form as necessary.

Qualification/unit title	Qualification/unit code	Unit code (if not full award)	No. of new entrant registrations Year one	No. of new entrant registrations Year two	No. of experienced worker registrations Year one	No. of experienced worker registrations Year two

Name of assessor and internal verifier for qualification

Registration number of assessor and internal verifier for qualification

Job title

Email

Qualification/unit title	Qualification/unit code	Unit code (if not full award)	No. of new entrant registrations Year one	No. of new entrant registrations Year two	No. of experienced worker registrations Year one	No. of experienced worker registrations Year two

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Job title

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Qualification/unit title	Qualification/unit code	Unit code (if not full award)	No. of new entrant registrations Year one	No. of new entrant registrations Year two	No. of experienced worker registrations Year one	No. of experienced worker registrations Year two

Name of assessor and internal verifier for qualification

Registration number of assessor and internal verifier for qualification

Job title

Email

Section 1: Qualification/unit details continued

Qualification/unit title	Qualification/unit code	Unit code (if not full award)	No. of new entrant registrations Year one	No. of new entrant registrations Year two	No. of experienced worker registrations Year one	No. of experienced worker registrations Year two

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Qualification/unit title	Qualification/unit code	Unit code (if not full award)	No. of new entrant registrations Year one	No. of new entrant registrations Year two	No. of experienced worker registrations Year one	No. of experienced worker registrations Year two

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Name of assessor and internal verifier for qualification

Registration number of assessor and internal verifier for qualification

Job title

Email

Section 2: Centre declaration

Please sign to confirm your compliance with the following statements.

I confirm that the details entered on this form are, to the best of my knowledge, correct.

The centre will:

- for all qualifications/units, meet all the requirements detailed in Appendix 1 of the Cskills Awards Qualifications and Credit Framework (QCF) Requirements for Approved Centres (September 2010)
- have a centre quality manual available for each quality advisor visit
- comply with the provisions of the Data Protection Act 1998 at all times.

The Cskills Awards Qualifications and Credit Framework Requirements for Approved Centres (September 2010) is available to view and download from **www.caalliance.co.uk**.

I confirm that:

- all staff members involved in the delivery of the qualifications meet the requirements detailed in the Sector Skills Council (SSC) Consolidated Assessment Strategy (available to view/download from **www.caalliance.co.uk**)
- for each qualification/unit with NVQ in the title, there is at least one assessor and one internal verifier, who are different members of staff
- for each training qualification/unit there is at least one trainer and one member of quality assurance staff, who are different members of staff
- if this centre chooses to partner with other organisations, we will provide documented and signed agreements indicating the lines of accountability of partner organisations in relation to the management of assessment and internal quality assurance
- this centre agrees to provide the awarding organisation and the regulatory authorities with access to premises, people and records, and to co-operate with the awarding organisation’s monitoring activities on request.

I confirm my senior management team supports this application.

I agree that Cskills Awards may hold this information and process it for any purpose relevant to the application.

Signed

Print full name

Job title

Date / /