

Additional Units/Qualifications Approval Procedure

Application forms for the approval of additional units and qualifications can be:

- Downloaded via the CYQ website or
- Requested from the Approvals and Verification team

The Centre Contact should complete the application form and attach copies of CVs and certificates for all relevant Tutors, Assessors and Internal Verifiers. These should be submitted to the CYQ Approvals and Verification team.

The CYQ Approvals and Verification team will process the application and respond within three to six weeks with the outcome. The outcome of the application may be one of the following:

Approved:

Centre can commence delivery of additional units/qualifications

Action required prior to approval:

Centre must provide additional evidence within an agreed timeframe

Approval denied:

Centre will not be approved for the additional unit/qualification if it has:

- Insufficient human resources/experience
- Been allocation a high risk rating
- Had approved centre status suspended or withdrawn
- Not met CYQ criteria

For NVQs

The centre must complete an NVQ Approval Application Form and provide details of work-based assessment opportunities. Additionally, centres must also provide evidence of how assessment will be managed and implemented in the workplace. CYQ may also need to carry out a visit to the centre to review their application to offer NVQs, to ensure that the centre has systems in place that align with the NVQ Code of Practice.

For Level 3 Certificate in Exercise Referral

The centre must complete a specific Exercise Referral Approval Application Form for this specialist qualification and provide a full scheme of work, along with copies of all programme delivery teaching and learning materials for review.

CYQ criteria for the appointment of tutors, assessors and IVs for specific units and qualifications is shown on the CYQ website.