



## HOW DO I ...

### BECOME A CABWI NVQ CENTRE?

Would you like to offer CABWI NVQs to your staff or other candidates? To offer these qualifications, you need to become an approved CABWI NVQ Centre, or to link in with an existing CABWI NVQ Centre.

If you would like more information about existing NVQ assessment centres, which could provide CABWI NVQs for your staff, please contact [enquiries@cabwi.co.uk](mailto:enquiries@cabwi.co.uk) for the current centre list and contact details.

If you would like your organisation to become an approved CABWI NVQ assessment centre, you will have a number of questions. This leaflet is designed to answer some of those questions and to introduce you to CABWI's NVQ centre approval process.

#### 1. What is a CABWI NVQ Centre?

*It is an organisation, or part of an organisation that is approved and licensed by CABWI to deliver particular National Vocational Qualifications (NVQs) or specific units from them. A complete list of CABWI's NVQs is enclosed with this leaflet.*

#### 2. How does my organisation become a CABWI NVQ centre?

*All CABWI approved NVQ assessment centres are licensed. The first step towards gaining a centre licence is to identify the NVQ(s) that you would like your organisation to deliver. If you have not already done so, please contact CABWI for copies of its information sheets for any NVQs in which you are interested. These provide a broad outline of each qualification and the learners for whom it is designed, and gives details of the units and NVQ structure.*

*When you have chosen the NVQ(s) that you would like to deliver, you should order a copy of the centre guidance notes for each qualification from the CABWI office. This document sets out the NVQ standards and the assessment details and requirements. When you have received the centre guidance, please look through it closely to see what is involved and whether it meets your organisation's needs. You will need to decide whether you would like to deliver the full qualification or one or more units from it.*

*You should also contact CABWI for details of the current centre approval process and copies of any administrative (application) paperwork that you will need.*

### 3. Who delivers the NVQs within my organisation?

#### Assessors and internal verifiers

NVQs are delivered in approved centres by assessors and internal verifiers (IVs). They can be direct employees of your organisation or assessors and IVs who are employed specifically to deliver the NVQ(s) required.

**A centre needs at least one fully-qualified and occupationally competent assessor and one fully-qualified and occupationally competent IV to work on any qualification.** The assessor and IV may not be the same person, and each team member must have the resources and authority that they need to carry out their assessor or verifier role.

Each assessor or IV must have the technical expertise to assess or verify the NVQ(s) for which they are approved. CABWI provides details of the occupational expertise requirements for each NVQ in its centre guidance, and all assessors and IVs must submit a CV and/or other supporting information to confirm that they have the appropriate occupational expertise required.

A fully-qualified assessor or IV is one who, in addition to showing occupational competence, also holds the required NVQ assessor or IV qualifications. For assessors, these are TDLB units D32 and D33, or the current assessor award, A1. For IVs, these are TDLB unit D34, or the current IV award, V1.

If there are also people in your organisation who have the appropriate occupational expertise to assess or verify an NVQ, but who do not yet have the relevant qualifications, they may be approved as assessor-candidates or IV-candidates while they work towards their A1 or V1 awards. Please note: The decisions of all assessor-candidates must be countersigned by a fully-qualified assessor with appropriate occupational expertise, and the decisions of all IV-candidates must be countersigned by a fully-qualified IV with appropriate occupational expertise.

#### Centre co-ordinator

You must also appoint an NVQ centre co-ordinator for the centre. This person will be the main point of contact with the awarding body for your CABWI NVQ programmes, and all awarding body correspondence (including certificates) will normally be sent to them. The centre co-ordinator may be one of the assessors or IVs, or they may be a dedicated administrator. They are responsible for ensuring that the centre has effective administrative systems.

### 4. How do I apply for NVQ centre approval?

You must complete an NVQ centre application form (CAB.1), a copy of which is enclosed. All sections of this form must be completed and should be submitted to CABWI along with any applications for individual assessors and internal verifiers.

The CAB.1 form requires administrative information and contact details for the centre, details of the NVQ(s) or NVQ units that you wish to deliver, and further information about how the centre will operate.

All NVQ centres must meet the **approved centre criteria** listed in the NVQ Code of Practice (2006). This was issued by the Qualifications and Curriculum Authority (QCA) and the CAB.1 form asks for details of how the centre will meet the approved centre criteria.

An assessor application (form ALIC.1) is needed for each proposed assessor or assessor-candidate at the centre, and an IV application (form VLIC.1) is required for each proposed IV or IV-candidate. **Assessors and IVs must also supply a current CV or other information showing their occupational expertise to deliver the NVQ(s) required, and fully-qualified assessors and IVs must supply copy TDLB or A&V certificates to support their**

## **application.<sup>1</sup>**

*All application forms require original signatures and must be submitted to CABWI in hard copy; any supporting information may be provided in hard copy, by fax or electronically. CABWI is also happy to review electronic copies of NVQ centre and personnel application forms in advance of final submission, if the centre should have any queries about completing the forms.*

### **5. What happens when the application is submitted?**

*CABWI will acknowledge receipt of your application when it arrives at the office, and the details will be checked by CABWI staff. An external verifier (EV) is allocated to your organisation, and copies of all application paperwork will be sent to him or her. (Please note that, in some instances, where a centre wishes to offer several different NVQs, more than one EV may be allocated. CABWI makes every effort, however, to assign EVs to centres who can work with their full portfolio of CABWI awards, and most external verifiers can verify several CABWI NVQs.)*

*If either CABWI or the EV has queries or requires further information before proceeding, we will contact you as soon as possible.*

*If no further details are required, the EV will contact the centre co-ordinator and will arrange to make a centre approval visit to the centre.*

### **6. What will the external verifier want to see?**

*The EV will want to meet the centre co-ordinator and some or all of the assessment and verification team members. They will go through your centre application form to ensure that the centre meets or has plans in place to meet all of the approved centre criteria. They will also want to inspect the physical resources at the centre, to ensure that they are suitable for delivering the qualifications that you wish to offer, both for secure administration systems and for any resources required to deliver specific qualifications.*

*If a question bank is required for centre approval, the EV will need to approve your question bank before assessments can begin. This approval can be completed either before or after the centre approval visit, although CABWI recommends that any question banks are submitted at the earliest opportunity to streamline the centre approval process.*

### **7. What happens after the centre approval visit?**

*The EV will complete a visit report, and send it to CABWI Awarding Body. This will recommend whether centre and personnel licences can be issued, and will provide details of any actions that the centre must take either before licence issue or within specific timescales.*

*The original report will be sent to the centre co-ordinator by post, and a .pdf copy will also be sent by e-mail. If approval is recommended, the centre and personnel licences will be enclosed with the copy of the report. These will state which units the centre and individual assessors and IVs are approved to deliver. Each centre, assessor and IV has a unique licence number.*

*Once your centre is approved, you can begin to plan and conduct NVQ assessments.*

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<sup>1</sup> *Please note: Centres should be aware that CABWI External Verifiers may ask to see original TDLB or A&V certificates during approval or verification visits, for quality assurance purposes.*

**8. What if the centre is not approved?**

*If centre approval cannot be granted following the first visit, CABWI will write to you explaining the reasons for this, and enclosing a copy of the EV visit report. Specific actions will be identified that must be completed before approval is given, and both CABWI and the EV will need to ensure that the actions are complete before licences are issued.*

*When the centre feels that the required actions have been implemented to meet the approval criteria, CABWI will consult the EV to confirm whether any additional details provided are satisfactory, and if any further action or verification activity is needed to complete the approval.*

**9. The centre has been approved and licensed. What happens now?**

*The EV will visit an approved centre at least twice per year to monitor the delivery of the qualifications, audit the centre's records and provide support and advice to centre personnel. A report will be generated following each visit, which is forwarded to the centre co-ordinator. Centres may have more than two visits per year either at their own request or at the recommendation of the EV.*

*Typically, the external verifier will recommend additional visits if the centre delivers a number of CABWI awards, if they have a high volume of learners and assessments taking place, or if there are unresolved action points that require monitoring. In most cases, the visit date is arranged well in advance, between the EV and the centre co-ordinator, but CABWI reserves the right for external verifiers to make visits at short notice for quality assurance purposes.*

*Over time, the EV will review the centre's progress and will sample the assessment decisions of all assessors, all assessment methods, all regular assessment locations or satellite sites, learners at different stages of their awards, IV decisions, and assessment and verification records.*

**10. How do I add more NVQs or units to the centre licence?**

*Existing centres can add further qualifications to the centre licence by submitting a CAB.1B form, which is used to list the additional awards required, confirm the delivery arrangements and identify if the systems and processes used for other NVQs at the centre will differ for the new qualification(s). Updated assessor and IV applications will be required for each team member who wishes to add awards to their licence.*

*The form must be sent to CABWI in hard copy, and will be forwarded to the external verifier for their approval recommendation. An approval visit may be needed to confirm that the resource requirements and criteria for additional qualifications are in place, although approval may be granted without a visit, if the centre requesting an extension to its licence has a good track record delivering its existing CABWI NVQs.*

**11. What if learners need to be assessed at a location other than the centre?**

*As many of CABWI's NVQs relate to water or utilities industry activities, assessments may be carried out 'in the field' on the utilities network. Your external verifier should be advised of the location of forthcoming assessments, so that they are aware of the centre's activities.*

*If an additional administrative centre is required, though, or if there is a concentration of assessments in one particular location, you will need to decide whether a satellite site approval is needed. This will depend on the particular circumstances at the centre, and you should contact CABWI to discuss your requirements.*

**12. What happens when the centre licence expires?**

*CABWI NVQ centre and personnel licences are renewed annually, on 1 April. Before the centre licence expires, CABWI will normally contact the centre co-ordinator to confirm that the licence is still required, and, if so, will contact the EV for confirmation that the licence can be renewed. EVs who make verification visits between 1 January and 31 March will often make renewal recommendations as part of their reporting process, to streamline the licence renewal process.*

**The following documents are enclosed with this form, for your information:**

- Leaflet: *How do I become a CABWI Assessor?*
- Leaflet: *How do I become a CABWI Internal Verifier?*
- NVQ Centre Application Form (CAB.1)
- NVQ Assessor Application Form (ALIC.1)
- NVQ Internal Verifier Application Form (VLIC.1)
- Current CABWI NVQ fees information.

**If you need any further assistance, please contact CABWI Awarding Body on 0207 957 4523 or 020 7957 4517 at 1 Queen Anne's Gate, London SW1H 9BT, or by e-mail to [enquiries@cabwi.co.uk](mailto:enquiries@cabwi.co.uk).**