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Application for centre recognition & regulated qualifications

approval

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Please note:

A centre does not have permission to begin delivery of a qualification until full CPCAB centre recognition has been gained. However, following payment of the application fee, a centre is permitted to promote or advertise a qualification, stating it is pending CPCAB approval.

The centre recognition process will be initiated within 30 working days of receipt of payment. Where centre applications contain all the necessary information, the time taken from receipt of payment to approval should take no longer than 60 working days. Where additional information is required the timescale may be longer.

Please send your application to the CPCAB Qualification Administration Co-ordinator [contact@cpcab.co.uk](mailto:contact@cpcab.co.uk)

**Part 1: Contact details and proposed tutor team**

|  |  |
| --- | --- |
| Centre name: |  |
| Centre type (*e.g. College, Private, Adult Education, Voluntary organisation etc):* |  |
| Primary contact responsible for the *quality assurance and management* of CPCAB qualifications: |  |
| Telephone: |  |
| e-mail: |  |
| Website address: |  |
| Is your centre new to CPCAB? |  |
| Level and title of qualification applying to deliver: |  |
| Training venue address (*this address will be listed on CPCAB website):* |  |
| Correspondence address: *(if different from above – Exam materials/certificates will be sent to this address):* |  |
| UK Provider Reference Number (UKPRN) if applicable*:* |  |
| Name of the exams officer: |  |
| Telephone (exams): |  |
| e-mail (exams):*This will be the address used to access the CPCAB portal as centre use*r. |  |
| If your centre operates a purchase ordering system, please provide the purchase order no: *(CPCAB cannot process your application until we receive this):* |  |
| Does your centre use an external e-invoicing portal service? (*If yes please provide details*): |  |
| Name of finance contact: |  |
| Telephone (finance): |  |
| e-mail (finance): |  |
| Centre Name and Address for invoices/billing, if different to above details: |  |
| Student enquiry telephone: |  |
| Student enquiry email: |  |
|  |  |
| How did you first find out about delivering CPCAB qualifications? |  |
| Why have you selected CPCAB as your chosen awarding organisation? |  |
|  |  |
| **For Completion by International Centres** |  |
| Are you familiar with your country’s regulations for making international payments? | Yes / No |
| If ‘Yes’, are there any restrictions in place for transferring money out of the country to a UK Bank? | Yes / No |
| If ‘No’, as part of our approval process you will need to have a Bank account set up and confirm your ability to transfer money to a UK Bank. Before we can proceed with your application please provide the following bank account details. All payments will be made via this bank account: | Name and Address of Bank:  Account in the Name of:  Sort Code:  Bank Account Number:  Length of time bank account held: |
| **Important Note**: Any bank account charges or fees associated with international payments from your account will be the responsibility of your centre. |  |

**1.1 Tutor team[[1]](#footnote-2):**

To check that your proposed tutor team meets the required minimum qualifications and experience to deliver the CPCAB qualifications concerned please refer to the guidance found on the [CPCAB website](https://form.jotformeu.com/70083914343352)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title and code of the qualification applied for** | **Tutor role** | **Tutor name and contact details** | **Has this tutor ever had a complaint against them upheld?** |
|  | **Core tutor**  **Email:**  **Tel no:** |  | Yes/No[[2]](#footnote-3) |
|  | **Additional tutor (if required)**  **Email:**  **Tel no:** |  | Yes/No |

**Part 2: Course design and content**

Please provide the following information:

|  |  |
| --- | --- |
| Title and level of CPCAB qualification: |  |
| Proposed descriptor title [(*See part 7*](#part7) *for further information)*: |  |
| What theoretical approach underpins your course (*only applicable to Level 4 and above*)? |  |
| What is your target candidate group? |  |
| Length of course, ie 1 or 2 years: |  |
| How many course sessions are you proposing? |  |
| How many hours will each session last? |  |
| How often will the sessions take place? |  |
| Will there be any additional training days (e.g. weekends, away days)? |  |
| What is the total number of tutor contact hours (*GLH - Guided Learning Hours*)? |  |
| On which date is the first course expected to begin? |  |
| What is the proposed course end date? |  |
| Course delivery method (face to face / blended / online) |  |

**Support Materials:**

The [CPCAB website](http://www.cpcab.co.uk/shop/) has a range of tutor support materials on offer. For example:

* [*Counselling Skills and Studies book*](http://www.cpcab.co.uk/shop/counselling-skills-studies-book?search=Sage)
* [*A Student’s Guide to Therapeutic Counselling book*](http://www.cpcab.co.uk/shop/students-guide-to-therapeutic-counselling-book?search=Sage)

* *[Shop](http://www.cpcab.co.uk/shop)*
* [*Videos*](https://www.cpcab.co.uk/videos)
* [*YouTube*](https://www.youtube.com/channel/UCjtgwdJcFq0mOvDdxxfDVzw)

**Part 3: Meeting CPCAB requirements**

CPCAB must ensure that centres offering its nationally regulated qualifications have arrangements in place to enable it to meet its Conditions of Recognition as an awarding organisation (Condition C1 + C2 General Conditions of Recognition, Ofqual, CCEA and Qualifications Wales). CPCAB is required to ensure that all centres have the necessary resources to deliver CPCAB qualifications according to the published requirements. These requirements are primarily about protecting the interests of candidates. You must therefore confirm that your centre can meet all the following requirements before being approved to deliver CPCAB qualifications.

When you are sure you can meet these requirements, please tick the boxes on the right and sign the declaration at the end. It is the centre’s responsibility to provide documentary evidence if requested.

Please see [CPCAB website](http://www.cpcab.co.uk/public_docs/guidelines-to-centre-recognition) for guidelines on how to complete this application.

Once this document is signed and approved it constitutes a written and enforceable agreement between your centre and CPCAB (Ofqual, CCEA and Qualifications Wales- General Condition C2). Centres that fail to meet these requirements may be subject to the CPCAB [Sanctions policy](http://www.cpcab.co.uk/public_docs/sanctions-policy?search=sanctions%20policy). (See also CPCAB policies on Malpractice and Maladministration, Complaints and Whistleblowing on the [CPCAB website](https://www.cpcab.co.uk/centres/documents)).

|  |  |  |
| --- | --- | --- |
| 3.1 | CPCAB Requirements | Please tick |
| 3.1.1 | **I confirm that:**   * the staff delivering the qualifications are suitably qualified and will not bring the qualification, CPCAB or the training organisation/centre into disrepute * staff delivering CPCAB courses will work to the principles of a named ethical framework for professional practice (please specify)   ………………………………………………………………………………………. | ***□***  ***□*** |
| 3.1.2 | **I confirm that candidate registrations will meet CPCAB minimum and maximum group size requirements (please note that the minimum tutor numbers are mandatory):**  Levels 2 and 3:   * minimum of 1 tutor involved in internal assessment * maximum of 18 candidates with one tutor * maximum of 24 candidates with 2 tutors   Levels 4 to 6:   * minimum of two tutors must be involved in internal assessment (except LC-L4, CBT-L5 and OPCP-L5 which only require one tutor) * maximum of 16 learners   Please note that CPCAB reserves the right to refuse to register groups of fewer than 6 learners.  **I agree to resource our CPCAB courses and to support candidates effectively within these guidelines.** | ***□*** |
| 3.1.3 | A support structure must be provided for tutors. Centres are required to provide **access** to group process supervision to support tutors when difficulties arise. Regular group process supervision is **strongly** recommended for qualifications at level 4 and above.  **I agree to support our tutors appropriately.** | ***□*** |

|  |  |  |
| --- | --- | --- |
| 3.1.4 | **All tutors teaching CPCAB qualifications must be standardised according to the following qualification requirements:**   * **ELSK-L2 & USM-L2 -** Tutor/trainers teaching these qualifications **do not need to attend** standardisation training as these qualifications are directly verified by CPCAB. * **ICSK-L2 –** All new tutors teaching this qualification MUST attend a standardisation training day before or during their first delivery of the qualification, they do not need to attend again each subsequent year. * **CSK-L2** and all qualifications at Level 3 and above: * **Centre’s responsibility** – Centres must send All new tutor and at least one experienced tutor MUST attend a standardisation training day every year and ‘cascade’ the training to the tutors not attending. * **Tutor’s responsibility** – All new tutors must attend a training session in their first teaching year. Tutors are then required to attend once every two years provided the training is ‘cascaded’ to them by their attending colleague in the intervening year. If the tutor is working solely at a centre, they will be required to attend every year. * **Life Coaching levels 3+4** - Standardisation training for these levels will be held once every two years.   Please see [CPCAB website](http://www.cpcab.co.uk/tutors/standardisation-training) for further information and the terms and conditions of attendance.  **I will ensure that our tutors complete the standardisation requirements if applicable.** | ***□*** |
| 3.1.5 | **I confirm that the** centre will follow CPCAB Recognition of Prior Learning (RPL) and entry requirement guidelines when registering candidates for CPCAB qualifications. See [CPCAB website](http://www.cpcab.co.uk/public_docs/guidance-on-candidate-entry-requirements?search=candidate%20entry%20requirements) for guidelines. | ***□*** |
| 3.1.6 | **I confirm that the centre complies with equalities legislation including:**   * ensuring the centre’s framework for widening access and working with candidate diversity, equality of opportunity and antidiscrimination applies to course promotion, pre-course assessment, course materials, training delivery and assessment, I confirm that this is monitored. * confirming the learning resources are appropriate to the curriculum. * that the centre uses buildings for assessment purposes that provide access for all candidates in accordance with relevant legislation. | ***□***  ***□***  ***□*** |
| 3.1.7 | **I confirm that the centre** complies with data protection legislation (UK General Data Protection and Data Protection Act 2018 Regulations). [[3]](#footnote-4) | ***□*** |
| 3.1.8 | **I understand that it is the responsibility of the centre to:**   * retain a workforce of appropriate size and competence to undertake the delivery and assessment of the qualification as required by CPCAB. * have available sufficient managerial, staffing, financial and other resources to enable it effectively and efficiently to undertake the delivery and assessment of the qualification as required by CPCAB.   **I have read the CPCAB Guidelines for contingency planning & course withdrawal** (see [guidance document](http://www.cpcab.co.uk/public_docs/guidelines-to-centre-recognition) on the CPCAB website) **and can confirm that:**   * the centre has robust contingency plans in place and ([Part 4](#part4) of this application MUST be completed as part of centre recognition) will take all reasonable steps to protect the interests of candidates in the event of a course being withdrawn, interrupted or otherwise discontinued.   **Centres may be required to provide additional evidence of the centre’s resources and contingency planning if requested by CPCAB.** | ***□***  ***□*** |
| 3.1.9 | **I understand that:**   * each candidate is expected to complete a portfolio evidencing the minimum assessment requirements of the qualification and to complete a Candidate Learning Record (CLR) referencing their learning. * It is the centre’s responsibility to ensure that candidate portfolios are stored securely and handled appropriately in recognition that they contain sensitive and personal information. | ***□***  ***□*** |
| 3.1.10 | **I agree to:**   * have arrangements in place to confirm the candidate’s identity. * ensure that candidates are shown a Privacy Notice (PN) - also known as a “Fair Processing Notice” as part of the enrolment process. PNs are used to inform candidates about what will happen to data collected about them and how that data will be processed and shared. For further guidance please see [CPCAB website](http://www.cpcab.co.uk/public_docs/privacy_notice_template_guidance?search=Privacy%20Notice). * register groups immediately after the start of the course. I accept that candidate registrations received by CPCAB more than 6 weeks after the start of the course will incur a late registration fee. Please see [CPCAB fees](https://www.cpcab.co.uk/public_docs/fees-document-current-academic-year) for more information.   **Please note that CPCAB has no responsibility for any unregistered candidates.** | ***□***  ***□***  ***□*** |
| 3.1.11 | **I agree to:**   * publish mandatory candidate attendance requirements * monitor candidate attendance | ***□***  ***□*** |
| 3.1.12 | Centres are required to have robust processes in place for Internal Quality Assurance (IQA) i.e. Internal Moderation and Verification. Details of your centre’s IQA processes are requested below in section 9.1.6.  Please see support guidance on Centre IQA to new centres on the [CPCAB website](https://www.cpcab.co.uk/centres/quality-assurance).  **I confirm that:**  This centre will carry out appropriate IQA activities in line with the above guidance and provide records of this to CPCAB as part of their Quality Assurance processes. | ***□*** |
| 3.1.13 | **For Independent Verification I agree:**  To provide CPCAB with agreed samples of candidate work, the internal moderation report and candidate evaluations for each course delivery | ***□*** |
| 3.1.14 | **For External Verification:**  A CPCAB External Verifier (EV) will normally visit your centre twice a year, in the Autumn to consult and in the Summer to verify your centre’s assessment processes. Reports on both visits will be provided.  Please see support guidance to new centres on the [CPCAB website](https://www.cpcab.co.uk/public_docs/cpcab-ev-visit-full-guidance-for-centres).  **I confirm that this centre will prepare for the EV visits and implement the EV requirements detailed in the EV report.** | ***□*** |
| 3.1.15 | **I confirm that**:  the centre agrees to provide CPCAB and the regulatory authorities with access to premises, people, information/documents, and to co-operate with any required monitoring activities. | ***□*** |
| 3.1.16 | **I understand it is the responsibility of the centre:**   * to document the respective roles and responsibilities of each partner where the centre is in a partnership arrangement with other organisations. | ***□*** |
| 3.1.17 | **I agree:**   * that the centre will make available a complaints policy and operate a complaint handling procedure and appeals process for the benefit of candidates. * to inform CPCAB if any approved tutors delivering CPCAB qualifications has a complaint upheld against them. | ***□***  ***□*** |
| 3.1.18 | **I agree** to implement the centre’s policy for preventing and investigating malpractice and maladministration and agree to:   * notify CPCAB of all suspected cases of malpractice/maladministration where linked in any way to courses leading to CPCAB qualifications. * keep CPCAB informed of the progress of any investigation. * inform CPCAB of the final outcome of any investigation. | ***□***  ***□***  ***□*** |
| 3.1.19 | **I accept** that CPCAB is required to take all reasonable steps to mitigate any adverse effects arising from cases of malpractice and maladministration and that if this centre fails to report, investigate or co-operate in the investigation of malpractice/ maladministration CPCAB is required to impose sanctions which could include not registering further candidates, withdrawing the centre’s Annual Practising Certificate or de-registering the centre. | ***□*** |
| 3.1.20 | **I confirm** that the centre will confirm compliancewith Regulatory Conditionsby completing the **Annual Centre** **Declaration** **of Compliance** by the end of August.  Please see [How do I Complete the Annual Declaration of Compliance? - CPCAB](https://www.cpcab.co.uk/faq/detail/48) for further information. | ***□*** |
|  | **FOR CENTRES APPLYING TO RUN TC-L4, CBT-L5, PC-L5 and CYP-L5:** |  |
| 3.1.21 | I have read the CPCAB guidance documents:   * [Guidance to workplace experience for TC-L4](http://www.cpcab.co.uk/public_docs/tc-l4_guidance_to_workplace_experience?search=TC-L4%20guidance%20to%20workplace%20experience) * [Guidance to client work experience for CBT-L5](https://www.cpcab.co.uk/public_docs/cbt-l5_guidance_to_client_work_experience) * [Guidance to client work experience for PC-L5](https://www.cpcab.co.uk/public_docs/pc-l5_guidance_to_client_work_experience) * [Guidance to client work experience for CYP-L5](https://www.cpcab.co.uk/public_docs/cyp-l5-guidance-to-client-work-experience)   and agree to adhere to these guidelines: | ***□*** |

**Part 4: Contingency planning & course withdrawal for CPCAB qualifications**

Please complete the following questionnaire and declaration.

CPCAB may ask the centre to provide further documentary evidence before centre recognition is granted.

|  |  |
| --- | --- |
| **4.1** | **Resources** |

|  |  |
| --- | --- |
| 4.1.1 | Please explain how your staffing arrangements meet CPCAB requirements?  Please note that for level 4-6 qualifications (except for LC-L4, CBT-L5 and OPCP-L5) 2 tutors are required to be involved in internal assessment throughout the duration of the course. |
|  |  |
| 4.1.2 | What arrangements do you have in place for staff sickness, absence, resignation etc? |
|  |  |
| 4.1.3 | Have you included the cost of employing an *internal moderator* to oversee the moderation of internal assessment? Please provide details below. |
|  |  |
| 4.1.4 | Have you included the cost of employing someone *independent* from the centre as part of a potential appeals/complaints process in your budgeting? Please provide details below. |
|  |  |
| 4.1.5 | Have you included the potential cost of a lengthy complaint/appeal? Please provide details below. |
|  |  |
| 4.1.6 | Do you have public liability, professional indemnity and legal insurance etc? |
|  |  |
| 4.1.7 | What would happen if you fell ill or were unable to run the centre for any reason? |
|  |  |
| 4.1.8 | What’s the minimum numbers of students you need to remain financially viable? |
|  |  |
| 4.1.9 | If your candidates are paying in instalments, have you taken into consideration the implications of late payment, non-payment or candidates leaving the course before completing their payments?  Please provide details below. |
|  |  |
| 4.1.10 | How will your centre meet your financial obligations to CPCAB if you are unable to collect candidate fees? |
|  |  |
| 4.1.11 | Is your centre dependent on funding and if yes, what would happen if the funding ceased?  *Funding in this context refers to students being able to draw down funding for their attendance on the course provided at your centre. Please see* [*Qualification funding - CPCAB*](https://www.cpcab.co.uk/centres/qualification-funding) *for funding information for students and centres.* |
|  |  |
| 4.1.12 | What alternative premises would you use if your premises suddenly become unavailable or more expensive? |
|  |  |
| 4.1.13 | Do you have clear terms of agreement with staff (time and remuneration) regarding course planning, marking, moderation, team meetings, group supervision, sickness and other absence? Please provide details below. |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **4.2** | **Contingency in the event of a course closing** |

|  |  |
| --- | --- |
| 4.2.1 | Should your course need to close what arrangements do you have in place regarding financial commitments/outstanding fees? |
|  |  |
| 4.2.2 | In the event of a course closing what arrangements do you have in place to ensure that assessment arrangements will be fulfilled? Please provide details below. |
|  |  |
| 4.2.3 | What alternative continuation options are available to your candidates if they are unable to continue at your centre? |
|  |  |
| 4.2.4 | Please provide contact details of who CPCAB should communicate with in the event of you being unable to respond yourself? |
|  |  |

**Part 5: Declaration (for UK and International Centres)**

**I confirm that all the information given in Parts 1, 2, 3 and 4 is accurate: *□***

**I confirm that the centre will take all reasonable steps to comply with these requirements for centre recognition and understand that CPCAB may be obliged to impose reasonable and appropriate sanctions[[4]](#footnote-5) if these requirements are not met: *□***

**I confirm that the centre has read and agrees to adhere to the** [**CPCAB Invoicing Policy**](https://www.cpcab.co.uk/public_docs/cpcab_invoicing_policy) ***□***

**For International Centres Only:**

**I confirm that the centre will take full responsibility for any bank charges or fees relating to international payments to CPCAB’s UK Bank account: *□***

Signed (on behalf of the centre):

Name (please print):

Position: Date:

CPCAB reserves the right to refuse recognition to a centre if the application gives rise to ethical or professional concerns, or if a centre fails to provide appropriate supporting evidence or fails to meet the application criteria. Any such decisions will be given in writing, and application fees are not refundable in these circumstances.

**Part 6: Satellite centres**

If you are planning to deliver CPCAB qualifications from premises that are not on your main site (a satellite centre), then you must complete a satellite centre questionnaire with your application.

([Please see Appendix 1](#Appendix_1)*)*

**Part 7: Customising CPCAB qualifications**

Centres may customise CPCAB qualifications by adding a descriptor at the same time as they apply for approval to deliver the qualification. Descriptors cannot normally be attached to qualifications of 30 GLH or less. With a descriptor added, a qualification becomes specialised in a therapeutic approach, target client group or context within which the counselling or use of counselling skills takes place.

The descriptor takes the form of a word or phrase - for example ‘Working with Young People’ – which appears on awarded certificates in addition to the formal qualification title.

The minimum internal assessment requirements for the qualification will remain the same despite the descriptor. Centres may implement additional assessment requirements to meet the descriptor component as required.

Please note there will be an additional fee for adding a descriptor. Please see our [fees document](https://www.cpcab.co.uk/public_docs/fees-document-current-academic-year) for additional information.

Please see [CPCAB website](http://www.cpcab.co.uk/public_docs/application-for-customising-cpcab-regulated-quals) for further details.

|  |  |  |
| --- | --- | --- |
|  | **Part 8: Scheme of work - sample outline** | |
| **Qualification title and level**: | **Day/Time of course and total:** | **Centre name**: |
| **Tutor(s):** | **Course Manager:** | **Venue/room:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day/Week**  **No** | **Date** | **Topic and Teaching/Learning Activities**  Please describe your planned learning activities and complete the columns on the right to map these against assessment methods and criteria | **Objectives**  Candidates will/will be able to: | **Assessment method** | **Individual assessment criteria**  **evidenced** |
|  |  |  |  |  |  |
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*You may wish to add a further column entitled ‘Evaluation’*

|  |  |  |
| --- | --- | --- |
| **Part 9: Supporting documentation**  Please provide the following documentation to support your application. **Failure to provide ALL this information will delay your application and might make it impossible to start delivering your course on the date you intend.** Please use this table as a checklist to ensure that you have provided all the relevant documents to support your application.  **9.1 Information required** | | **Please Tick** |
| *9.1.1* | **Details of your course mapped to the qualification learning outcomes and assessment criteria.**  You are required to map your course to CPCAB learning outcomes and assessment criteria, e.g. through the CPCAB scheme of work template [(see part 8)](#part8) to show that the course is being delivered at the right level, is theoretically coherent and offers candidates the opportunity to meet all the qualification requirements.  For further information please see our guidance document on the [CPCAB website](http://www.cpcab.co.uk/public_docs/guidelines-to-centre-recognition).  **If applying for a descriptor (customising qualifications) the scheme of work must clearly reflect the descriptor components.** | ***□***  ***□*** |
| *9.1.2* | **Parts 1, 2, 3, 4 and 5 of this application, fully completed** and the declaration in [Part 5](#part5) signed. | ***□*** |
| *9.1.3* | **The CVs of your proposed tutors**, indicating which qualifications they will be teaching. Please use the proforma supplied by CPCAB or the online Tutor CV proforma ([Tutor CV proforma](https://form.jotformeu.com/70083914343352)). | ***□*** |
| *9.1.4* | A copy of your **student handbook/candidate course guide** containing full and accurate course information. Please see guidance document on the [CPCAB website](http://www.cpcab.co.uk/public_docs/guidelines-to-centre-recognition). | ***□*** |
| *9.1.5* | Details of your **candidate support system** - i.e. tutor and pastoral support. If this is provided in your **student handbook** please provide a copy. | ***□*** |
| *9.1.6* | Details of your Internal Quality Assurance (IQA) procedures.  (See [CPCAB website](http://www.cpcab.co.uk/public_docs/guide_to_internal_moderation_verification?search=Guide%20to%20internal%20moderation) for Guide to Internal Moderation, Internal Verification and Internal Quality Assurance for Centres.) | ***□*** |
| *9.1.7* | Your system for vetting and approving workplace and/or client-work experience (where appropriate) – including the guidelines you give to managers and supervisors. | ***□*** |
| *9.1.8* | Your centre’s procedure for:   * handling appeals and complaints * malpractice and maladministration   If these are provided in the student handbook, please provide a copy. | ***□***  ***□*** |
| *9.1.9* | Record of satellite centre requirements questionnaire and the declaration signed for centres planning to deliver CPCAB qualifications from premises that are not on your main site (see [Appendix 1](#Appendix_1) of this application). | ***□*** |
| *9.1.10* | A copy of the completed CPCAB contingency plan and course withdrawal proforma  *(*see [part 4](#part4) of this application*).* | ***□*** |
| *9.1.11* | Completion of Appendix 2 if you intend to deliver any CPCAB qualifications online or in a blended format. | ***□*** |
| *9.1.12* | **The qualification application fee (non-refundable)**  **Descriptor application fee if applicable**  *Please note: For all applications for new and subsequent qualifications the approval fees must be paid for on application and are non-refundable including applications that are not successful. An invoice will be sent to you on receipt of your application which will explain how payment can be made.*  **Letter of Endorsement for descriptor**  *An application for a descriptor must also be accompanied by a ‘letter of endorsement’ from someone qualified to comment on the validity of the application.*  *The letter of endorsement must state:*   * *that the proposed specific components detailed in the centre’s submission are sufficient to enable successful candidates to be competent in the subject of the descriptor.* * *that the centre can provide the staffing expertise and resources necessary to offer the proposed descriptor.* | ***□***  ***□*** |

**Appendix 1:**

**Part 1: Record of centre satellite arrangements**

If you are planning to deliver CPCAB qualifications from premises that are not on your main site (a satellite centre) CPCAB needs to ensure that a high standard of service is maintained to all candidates. Please see our guidance document for more information on the [CPCAB website](https://www.cpcab.co.uk/public_docs/guidelines-to-centre-recognition).

|  |  |
| --- | --- |
| Name of **parent** centre: | **Name and address of satellite centre**: |
| **Name of centre co-ordinator:**  **e-mail address:** | **Names of tutors delivering at this centre:**  **e-mail address:** |
| What centre name appears on the promotional material advertising the course and on the student handbook? |  |
| To whom do the satellite tutors report in terms of line management? |  |
| How will the internal assessment, moderation and verification be managed and by whom? |  |
| Will the candidate complaints and grievance procedure operate through the satellite or the parent centre? |  |
| How will communications between the satellite and CPCAB be handled?  i.e. will CPCAB send candidate materials, exam papers, EV reports etc to the satellite or the parent centre? |  |
| **Name and address of exams contact if different from parent centre:** | **Name and address of finance contact if different from parent centre:** |

**Declaration.**

I agree to comply with the responsibilities of a parent centre for its off-site/satellite operation:

Signed:

Please print name and position:

Date:

**Appendix 2:**

**Application for online and blended delivery**

**Part 1: Context and purpose**

This section of the application form is for centres who wish to deliver some, or all, of their courses online or in a blended (partially online and partially in-person) format.

CPCAB have carefully reviewed each qualification and researched the educational and interpersonal benefits and possibilities of online qualification delivery. We also consulted with relevant Professional Associations in the field.

Based on this research **not** all CPCAB qualifications are available for 100% online delivery, e.g. TC-L4, LC-L4, CYP-L5, require a specified in-person element. Also, the TC-L4 BACP APQ requires a blended delivery and blended placement. The table below sets out the online delivery permissions which are available.

Centres offering qualifications in an online or blended format must read and commit to working within CPCAB’s [Quality Framework for Online Delivery](https://www.cpcab.co.uk/public_docs/cpcab-quality-framework-for-online-delivery). This framework must be understood and upheld by all centre staff and tutors involved in online delivery, both now and in the future. Any queries relating to the Quality Framework should be raised prior to signing the agreement below.

Where centres gain online delivery permission this will be reflected in the CPCAB Centre Finder, and candidates will be able to view your online delivery status via the CPCAB website. Please advise CPCAB if your status changes.

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| **Part 2: Table of online delivery permissions** | | |
| Qualification Code | Maximum % of GLH which can be delivered online | Notes |
| ELSK-L2, USM-L2, ICSK-L2  CSK-L2, CST-L3, CAST-L3, LCS-L3 | 100% online | Centres can deliver ‘up to’ 100% of the GLH online.  or  Centres can also offer these qualifications in a blended format, e.g. 50% in the classroom and 50% online.  or  Centres can opt to deliver these qualifications fully face-to-face. |
| TC-L4  LC-L4 | 75% face-to-face, 25% online  Placement hours: maximum of 49% online/telephone | Centres can deliver ‘up to’ 25% of the GLH online. But no more than 25%.  or  Centres can opt to deliver these qualifications fully face-to-face.  These qualifications ARE NOT suitable for full online delivery. Centres cannot deliver more than 25% online. |
| TC-L4 BACP APQ | 75% face-to-face, 25% online  Placement hours: Must blend online/ telephone and in-person.(Maximum of 49% online/ telephone) | Centres must provide blended delivery ‘up to’ 25% of the GLH online. But no more than 25%.  This qualification IS NOT suitable for full online delivery.  This qualification IS NOT suitable for full face-to-face delivery. |
| PC-L5, CBT-L5, TCSU-L6 | 100% online  Placement hours: the maximum % of placement hours which can be done online will depend on the individual’s own practice methods. No CPCAB limit is set. | Centres can deliver ‘up to’ 100% of the GLH online.  or  Centres can also offer these qualifications in a blended format, e.g. 50% in the classroom and 50% online.  or  Centres can opt to deliver these qualifications fully face-to-face. |
| CYP-L5 | 50% face-to-face, 50% online  Placement hours: maximum of 49% online/telephone | Centres can deliver ‘up to’ 50% of the GLH online. But no more than 50%.  or  Centres can opt to deliver this qualification fully face-to-face.  This qualification IS NOT suitable for full online delivery. Centres cannot deliver more than 50% online. |
| CPCAB Tailormade Qualifications | TMQs can be fully face-to-face, blended or fully online. No online proportions set as each case to be considered on its own merits. | High level of synchronous delivery expected, and centres should work within the Quality Framework and will only be approved if upholding CPCAB Quality Framework standards. |
| CPCAB CPD Endorsement Programmes | CPD can be fully face-to-face, blended or fully online. No online proportions set as each case to be considered on its own merits. | Some delivery may be asynchronous, though should be considered in light of the Quality Framework and will only be approved if upholding CPCAB Quality Framework standards. |

**Part 3: Online course permission request**

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| --- | --- | --- |
| Title and level of CPCAB qualification: | Delivery format request:  *Tick all options that apply to your centre* | |
| ELSK-L2 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| USM-L2 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| ICSK-L2 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| CSK-L2 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| CST-L3/CAST-L3 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| LCS-L3 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| TC-L4 | Face-to-face  Blended  (max 25% online) | **□**  **□** |
| TC-L4 BACP APQ | Blended  (max 25% online) | **□** |
| LC-L4 | Face-to-face  Blended  (max 25% online) | **□**  **□** |
| PC-L5 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| CBT-L5 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |
| CYP-L5 | Face-to-face  Blended  (max 50% online) | **□**  **□** |
| TCSU-L6 | Face-to-face  Blended  Fully online | **□**  **□**  **□** |

**Part 4: Meeting CPCAB requirements for online delivery**

You must confirm that your centre can meet all the following requirements before being approved to deliver CPCAB qualifications online.

When you are sure you can meet these requirements, please tick the boxes on the right and sign the declaration at the end. It is the centre’s responsibility to provide documentary evidence if requested.

**CPCAB Requirements**

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| 4. |  | Please tick |
| 4.1 | **CPCAB’s Quality Framework for Online Delivery**  **I confirm** that the centre and tutors have read and commit to the Fundamental Values of the CPCAB [Quality Framework for Online Delivery](https://www.cpcab.co.uk/public_docs/cpcab-quality-framework-for-online-delivery)  And  **Understand** CPCAB’s Seven Teaching, Learning and Assessment Processes for Online Delivery  And  **Can work within** the CPCAB Online Delivery Process Competencies | ***□***  ***□***  ***□*** |

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| 4.2 | **Use of Information Technology and Digital Platforms**  **I understand that** the centre must have in place a secure and UK GDPR-compliant IT system sufficient to support the delivery, assessment and quality assurance processes of online training  This must include:   * the ability to store and share course materials with candidates * the ability to receive, assess and save candidate work * The ability to effectively share candidate work, tutor assessment decisions and internal quality assurance evidence with the CPCAB External Verifier or Independent Verifier.   **I understand that** our tutors must be proficient in facilitating a meaningful learning and assessment experience using online/digital platforms. This must include:   * The ability to facilitate lectures and present theory/knowledge * The ability to facilitate group work/group training supervision * The ability to facilitate skills practice * The ability to offer individual tutorials | ***□***  ***□*** |
| 4.3 | **Quality Assurance Processes**  **I confirm that** all internal quality assurance processes (Internal moderation/ verification/standardisation of assessment) will be maintained across the remote teaching team  **I confirm that** the centre will be able to accommodate the format of Quality Assurance which parallel the delivery format e.g. online courses will receive online QA.  **I understand that all** candidate work, tutor assessment and internal quality assurance records must be easily accessible to CPCAB for quality assurance purposes, an e-portfolio or accessible intranet system is preferable  **I understand** that failure to provide the necessary records for quality assurance will result in a removal of online delivery permission | ***□***  ***□***  ***□***  ***□*** |
| 4.4 | **Guided Learning Hours (GLH)**  CPCAB delivery follows a clear definition of Guided Learning Hours (GLH/Tutor contact time).  Centres must ensure that all **GLH** hours are fully accounted for through either **in-person tutor contact time, or synchronous online delivery**.  *Synchronous online delivery is where the tutor and candidates are interacting in different places but at the same time, e.g. live webinars, live video group sessions.*  Asynchronous delivery, while very beneficial to the learning process, is not counted as GLH and is counted in the Total Qualification Time (TQT) aspect of the qualification.  *Asynchronous online delivery is where the tutor and candidate are working in different places and at different times, e.g. watching a pre-recorded webinar, focused self-study.*   * **I understand** that in-person delivery provides GLH. * **I understand** that synchronous online delivery provides GLH. * **I understand** that asynchronous online delivery does NOT provide GLH.   **I understand** that the minimum GLH for any qualification MUST still be met for online / blended delivery. | ***□***  ***□***  ***□***  ***□*** |
| 4.5 | **Qualification delivery permissions**  **I confirm** that all centre staff have read and understand the percentages of online delivery permitted for CPCAB qualifications  **I understand** that when registering a group for online or blended delivery we must select this option on the CPCAB portal and detail what proportion of each registration will be delivered online  **I agree** that the centre will not exceed the maximum percentage of online delivery permitted for CPCAB qualifications, and that to do so is centre malpractice  **I understand** that delivering a qualification online or blended where permission has not been granted is centre malpractice | ***□***  ***□***  ***□***  ***□*** |
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| 4.6 | **Tutor Support**  **I confirm** that the tutors will have appropriate channels of communication with centre staff  **I confirm** that centre support/guidance will be readily available for remote teaching staff to ensure that standards are maintained and consistent across the tutoring team | ***□***  ***□*** |
| 4.7 | **Scheme of Work**  **I agree to** provide an updated Scheme of Work for any qualification where the move to an online or blended format will significantly change the Scheme of Work from that provided to CPCAB at the point of initial qualification approval | ***□*** |

**Part 5: Declaration**

**I confirm that all the information given in Appendix 2 is accurate:  *□***

**I confirm that the centre will take all reasonable steps to comply with these requirements for online delivery recognition and understand that CPCAB may be obliged to impose reasonable and appropriate sanctions if these requirements are not met:  □**

Signed (on behalf of the centre):

Name (please print):

Position:                                                                                                Date:

1. Please use the CPCAB CV proforma on the CPCAB website ([Tutor CV (jotformeu.com)](https://form.jotformeu.com/70083914343352) for all your tutor team to complete and return to us with this application. [↑](#footnote-ref-2)
2. If yes, please provide full details on a separate sheet of paper. Please also see [3.1.15](#tutorcomplaint) on this form. [↑](#footnote-ref-3)
3. See CPCAB’s [Data Protection Policy](http://www.cpcab.co.uk/public_docs/data-protection-policy?search=data%20protection%20policy) for further information [↑](#footnote-ref-4)
4. Please see [CPCAB policies](https://www.cpcab.co.uk/centres/documents) on Sanctions, Malpractice and Maladministration, Conflict of Interest, Complaints and Whistleblowing. [↑](#footnote-ref-5)