

CPCAB Tutor Standardisation Terms and Conditions

Tutor standardisation is a mandatory requirement for most CPCAB qualifications, ensuring that internal assessment standards are set by CPCAB in a way that they can be upheld by centres. Standardisation is a process that ensures all tutor assessors interpret and follow CPCAB qualification requirements accurately and consistently.

As an approved CPCAB centre, you are responsible for ensuring that all standardisation requirements are met each academic year. This includes maintaining an internal log of all tutors who have attended a CPCAB tutor standardisation training or received cascade training. This log must be kept within the centre's Internal Quality Assurance (IQA) folder, which will be reviewed by your External Verifier during sampling activities. Compliance with these requirements is also a part of your Annual Declaration.

Standardisation requirements:

- **ELSK-L2 & USM-L2** - Tutor/trainers teaching these qualifications **do not need to attend** standardisation training as CPCAB directly verifies these qualifications.
- **ICSK-L2** – All new tutors assigned to teach this qualification are required to attend a standardisation training day either before or during their initial delivery of the qualification. However, if this is the **only** CPCAB qualification they teach, they are not required to attend subsequent standardisation training sessions.
- **CSK-L2 and all qualifications at Level 3 and above:**

Centre responsibilities:

As part of the terms and conditions of centre approval, it is mandatory that all new tutors, along with at least one experienced tutor, attend a standardisation training day each academic year. Additionally, the training must be cascaded to any tutors who are not required to attend in that academic year. Please see CPCAB's [Guidance on Cascade training](#).

Tutor responsibilities:

Initial Training: As an approved tutor, you need to attend one of the free standardisation training days. This should be done either before you start teaching the course or during your first delivery of it.

Ongoing Training: After your initial training, you must attend a standardisation training session at least once every two academic years.

Cascade Training: In the years when you do not attend tutor standardisation training, you should receive 'cascade' training from a colleague who has attended in that academic year.

Please note: If you are the sole tutor delivering a qualification at a centre, you are required to attend training every academic year to ensure compliance with the centre's standardisation requirements.

Failure to attend a standardisation training day may result in your internal assessment decisions for that qualification being declared invalid.

In the event of non-compliance, one of the following options **MUST be taken up:**

- the centre should invite a member of the CPCAB standardisation team to provide an additional online training session for their tutors (please see the [CPCAB Fees Document](#) for details of charges which will be made to the centre); or
- the centre should employ a CPCAB standardised tutor from another centre to carry out internal assessment; or

- the centre should employ a CPCAB standardised tutor from another centre to carry out cascade training and the cascade form is completed and returned to CPCAB for their records.

Please note: A charge will be made to a training centre for the non-attendance of a tutor who has booked a place and has not cancelled (a week before the training) or failed to attend on the day. This fee covers the cost of resources needed to facilitate these sessions. Please see the [CPCAB Fees Document](#) for details of charges that will be made to the centre.

Guidance for cascade training

We recognise that centres have many different internal structures, resources and demands on their time, so the approach to cascade training is at centre discretion, provided CPCAB requirements have been met.

The following notes are intended as a guide:

1. Any cascade training must be done by a standardised CPCAB tutor who has attended that year's standardisation training.
2. It is good practice to invite internal verifiers/IQAs and moderators to the cascade training.
3. You may need to set aside half a day to complete the process.
4. We suggest you provide copies of the notes and exercises for each person attending.
5. Invite your tutors, IVs/IQAs and moderators to work through the assessment exercises on an individual basis, discuss the answers as a group, and come to a consensus.
6. If the exercises raise any insoluble issues, please contact your Centre's CPCAB assigned Counselling Qualifications Professional for guidance.
7. Please complete the IQA log and file in your IQA folder, which the CPCAB External Verifier will review at their visit. This log is to support you in ensuring all tutors meet CPCAB requirements for standardisation training.

The log should include the following details:

1. *Tutor Information:*
 - *Full name of the tutor.*
2. *Training Details:*
 - *Date of the standardisation training attended.*
 - *Type of training (standardisation or cascade).*
 - *Name of the tutor/colleague who provided the cascade training.*
3. *Course Information:*
 - *Name of the course the tutor is delivering.*
4. *Verification:*
 - *Signature of the tutor confirming attendance.*
 - *Signature of tutor confirming cascade training was provided.*
5. *Additional Notes:*
 - *Any specific observations or feedback from the training session.*
 - *Follow-up actions or additional training required.*