



C/REC/ELU/QCF

# Centre application

to deliver one of the following awards:

**Level 2 Award in Effective Listening Skills (ELSK-L2)**

Ofqual Qualification Number: 500/7794/6

**Level 2 Award in Listening Support Skills (LSK-L2)**

Ofqual Qualification Number: 500/7793/4

**Level 2 Award in Understanding Substance Misuse (USM-L2)**

Ofqual Qualification Number: 500/4684/6

**The only awarding body run *by counsellors for counsellors***

Find a Counsellor - [www.findacounsellor.info](http://www.findacounsellor.info) - is a new online directory sponsored by CPCAB and designed to put potential clients (or employers) in direct touch with counsellors.

It provides the ability to search for a suitable counsellor using several different search criteria, for example by:

- Location (map-based search, or else via post-code, town, county, country etc)
- Area(s) of special expertise
- Language spoken
- Type of client seen
- Gender

The annual subscription for inclusion in the directory is currently only £29.95 per year!

# Application to deliver either ELSK-L2 or LSK-L2 or USM-L2

## Part 1: Contact details and proposed tutor/trainer team

### 1.1 Contact (and finance contact) details:

Name and position of the person responsible for the <i>quality assurance and management</i> of CPCAB qualifications within the centre	
Centre name:	
Address:	
Telephone and fax: e-mail:	
Type of premises used (e.g. college building):	
Name of finance contact:	
Address of finance contact (if different from above):	
Telephone (finance): e-mail (finance):	

### 1.2 Tutor/trainer team:

Please refer to [Appendix 1](#) to check that your proposed tutor/trainer team meets the minimum qualification and experience requirements to deliver the CPCAB units/qualifications concerned.

Title and code of the qualification applied for	Tutor/trainer role	Tutor/trainer name and e-mail address	Has this tutor/trainer ever had a complaint against them upheld?
	Core tutor/trainer		Yes/No <sup>1</sup>
	2 <sup>nd</sup> tutor (if required)		Yes/No

<sup>1</sup> If yes please provide full details on a separate sheet of paper.

## Part 2: Course design and content

### 2.1 Please answer the following questions:

Title and level of unit/qualification:	
Who are your target candidates (e.g. care workers, students, volunteers, office employees etc)?	
How many training 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 training hours you will be providing?	
On which date is the first course expected to begin?	
What date is the first course expected to end?	

### Support Materials:

Trainer support packs for ELSK-L2 & LSK-L2 are available from the CPCAB website ([www.cpcab.co.uk/shop](http://www.cpcab.co.uk/shop)).

Each ring-bound pack includes course mapping, a sample scheme of work, detailed lesson plans, OHPs, suggested role plays and additional activities. It also contains a CD containing an e-version of the OHPs, so that these can be projected directly from a computer onto a wall/large screen.

## Part 3: Declaration of meeting CPCAB requirements

There are a number of requirements you need to meet before your centre can be approved to deliver CPCAB units/qualifications.

When you are sure you can meet the requirements of the following statements please tick the boxes on the right and sign the declaration overleaf. (Please note that it is the centre's responsibility to produce documentary evidence if requested).

3.1 CPCAB requirements	Please tick
<p>1. <b>I confirm that:</b></p> <ul style="list-style-type: none"><li>▪ the staff delivering CPCAB units/qualifications are suitably qualified and will not bring the unit/qualification, CPCAB or the training organisation/centre into disrepute</li></ul>	<input type="checkbox"/>
<p>2. <b>I confirm that:</b></p> <ul style="list-style-type: none"><li>▪ all of our tutors/trainers involved in the delivery of CPCAB units/qualifications will assess to the standard set out in the material provided by CPCAB</li></ul>	<input type="checkbox"/>
<p>3. <b>I understand that:</b></p> <ul style="list-style-type: none"><li>▪ each candidate is expected to complete a Candidate Portfolio (please note that for ELSK-L2 and LSK-L2 this is a proforma provided in their Candidate Guide)</li></ul>	<input type="checkbox"/>
<p>4. <b>I confirm that the centre complies with equalities legislation including:</b></p> <ul style="list-style-type: none"><li>▪ our centre's framework for widening access and working with candidate diversity and equality of opportunity applies to course promotion, pre-course assessment course materials, delivery and assessment and I confirm that this is monitored</li><li>▪ this organisation's buildings and training policy comply with all legislation relating to equality</li></ul>	<input type="checkbox"/> <input type="checkbox"/>
<p>5. Centre must make mandatory attendance requirements clear. Candidate attendance must be monitored.</p> <p><b>I confirm the centre will make mandatory attendance requirements clear and will monitor candidate attendance.</b></p>	<input type="checkbox"/>

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6. **I agree to:**

- have arrangements in place to confirm the Learner's identity where the identity of a Learner has not previously been confirmed CPCAB.
- have arrangements in place to obtain a Unique Learner Number (ULN) on behalf of the candidates unless an individual candidate chooses not to have one.

**Please tick if you need support from CPCAB to obtain ULNs for learners**

- register groups immediately after the start of the course. I accept that candidate registrations received by CPCAB more than 4 weeks after the start of the course will incur a late registration fee of £50.

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7. **I confirm:**

- that the centre agrees to provide CPCAB and the regulatory authorities with access to premises, people and records, and to co-operate with any required monitoring activities.

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8. **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

**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 or withdrawing the centre's Annual Practising Certificate.

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**3.2 Declaration**

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

**I confirm that the centre will take all reasonable steps to comply with these requirements for centre recognition:**

Signed (counselling co-ordinator): .....

Please print name: ..... Date: .....

## Part 4: Supporting documentation

Please provide the following documentation to support your application. You do not need to send any money at this stage. Failure to provide ALL this information will delay your application and might prevent you from starting your course on the date you have advertised.

Please use this table as a checklist to ensure that you have included all the relevant documents to support your application:

Information required	Please tick
<p>Details of your course mapped to the unit/qualification learning outcomes/assessment criteria.</p> <p>You are required to map your course to CPCAB learning outcomes and assessment criteria to show that the course is being delivered at the right level, is theoretically coherent and offers learners the opportunity to meet all the unit/qualification requirements. (See Appendix 3 for guidance)</p> <p>If you are using CPCAB trainer support packs (purchased from the CPCAB website <a href="http://www.cpcab.co.uk/shop">www.cpcab.co.uk/shop</a>) you do not need to provide course mapping details. Indicate by ticking this box.</p>	<p><input type="checkbox"/></p> <p>or</p> <p><input type="checkbox"/></p>
<p>Parts 1, 2 and 3 of this application, fully completed and the declaration in Part 3.2 signed.</p>	<p><input type="checkbox"/></p>
<p>The CVs of your proposed tutors/trainers indicating which units/qualifications they will be teaching. (See <a href="#">Appendix 1</a> for tutor qualification and experience).</p>	<p><input type="checkbox"/></p>
<p>A copy of your student handbook or course information sheet to include candidate support systems.(see <a href="#">Appendix 2</a> for guidance)</p>	<p><input type="checkbox"/></p>
<p>Details of your internal moderation procedure and/or the person responsible for checking your internal assessment process is fair.</p> <p>For USM-L2 only - details of your internal verification process/systems</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<p>Your centre's procedure for:</p> <ul style="list-style-type: none"> <li>▪ handling appeals and complaints</li> <li>▪ malpractice and maladministration</li> </ul> <p>If these are provided in the student handbook please provide a copy.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Please send your application to: CPCAB, PO Box 1768, Glastonbury, Somerset, BA6 8YP



PLEASE DETACH THESE APPENDICES AND KEEP FOR FUTURE REFERENCE

### Appendix 1: Guide to tutor/trainer-assessor qualifications and experience

Tutor/trainer	Minimum qualification	Minimum experience as a trainer/tutor
<b>Level 2 Award in Effective Listening Skills (ELSK-L2)</b>		
<b>Core tutor/trainer</b>	Level 2 Award in Listening Skills or the equivalent in, for example, counselling, mentoring or coaching	In related field

Tutor/trainer	Minimum qualification	Minimum experience as a trainer/tutor
<b>Level 2 Award in Listening Support Skills (LSK-L2)</b>		
<b>Core tutor/trainer</b>	Level 2 Award in Listening Support Skills or the equivalent in, for example, counselling, mentoring or coaching	In related field

Tutor/trainer	Minimum qualification	Minimum experience as a trainer/tutor
<b>Level 2 Award in Understanding Substance Misuse</b>		
<b>Core tutor/trainer</b>	Level 3 qualification in Substance Misuse (or equivalent)  <b>OR</b> at least 2 years experience working in the field in the last 5 years.	Experience of delivering training in substance misuse or related field

## Appendix 2: CPCAB guide to the student handbook/candidate course guide

The following is a guide to the type of information that might be usefully contained in a student handbook or candidate course guide. Whilst many centres have a general guide to the college, additional information pertinent to the course is also required. The suggestions outlined below are not definitive and centres may wish to add additional relevant information for candidates:

- Name of course co-ordinator
- Name of course tutors/trainers
- Title of unit/qualification - its aims and the name of the awarding body
- Entry requirements and RPL processes
- Equal opportunities – how to access reasonable adjustments and ‘special considerations’
- Course objectives
- Progression route for candidates
- Assessment requirements - including external assessment
- Tutorials and pastoral support
- Minimum attendance requirements
- Timetable, dates and course outline
- Assignments and all course requirements
- Suggested reading list
- Complaints and appeals procedure against internal assessment decisions

N.B. Centres may wish to include additional information such as centre resources, health and safety, learning support, etc.

## Appendix 3: Guidance to course mapping

You may either present the mapping in your own format or use the blank CPCAB scheme of work (which is available separately). In either case you should show that your proposed course gives the candidates opportunities to evidence *each individual criterion* in this unit/qualification. (If you use your own format please ensure that weekly activities are matched to *individual criteria*). While we recognise that schemes of work, especially at the higher levels, need to remain flexible to individual group needs, CPCAB has a responsibility to ensure that the programme is being delivered at the right level, is theoretically coherent and offers learners the opportunity to meet all the unit/qualification requirements.

In relation to the blank scheme of work, please describe:

- The topic
- Objectives
- Teaching methods and activities
- Criteria
- Assessment method
- Evaluation of session

It is very important for the success of your application that you can show that your proposed course can deliver **all** the criteria for the unit/qualification.