


CPCAB Tailor-made Learning Solutions Summary of the Accreditation Process

The following provides an outline of the complete process. Some of the stages may already have been completed if your Centre has previously registered with CPCAB.

| Process | Actions |
|--|--|
| <ul style="list-style-type: none"> ▪ Initial Enquiry | <p>Brief discussion to determine the relevance and appropriateness of the proposed qualification. CPCAB provides a proposal pack with an outline proposal form and details of charges.</p> <p style="background-color: #e0e0e0; padding: 2px;">Scoping meeting with CPCAB</p> <p>Submit formal qualification proposal and application for Centre recognition</p> |
| <ul style="list-style-type: none"> ▪ Development <ul style="list-style-type: none"> (i) Development of qualification specification | <p>CPCAB reviews proposal by considering:</p> <ul style="list-style-type: none"> • The current position in the provision of the course • The rationale for the proposed course • Level and size of qualification • Target group and possible student numbers (the market, likely repetition) • Proposed delivery and assessment methodology • Centre quality assurance procedures • Funding methodology |
| <ul style="list-style-type: none"> <ul style="list-style-type: none"> (ii) Development of course content /learning materials | <p style="background-color: #e0e0e0; padding: 2px;">CPCAB may collaborate in the development process by offering advice and guidance</p> |
| <ul style="list-style-type: none"> ▪ Centre Approval and Quality Assurance | <p style="background-color: #e0e0e0; padding: 2px;">CPCAB processes Centre application (if not already a recognised CPCAB Centre) Centre visit (where necessary)</p> <p style="background-color: #e0e0e0; padding: 2px;">CPCAB confirms recognition of the Centre and full accreditation of the tailor-made qualification.</p> |
| <ul style="list-style-type: none"> ▪ Registration process | <p style="background-color: #e0e0e0; padding: 2px;">Approved Centre registers candidates</p> |
| <ul style="list-style-type: none"> ▪ Assessment | <p>Centre completes internal assessment, moderation and verification</p> <p style="background-color: #e0e0e0; padding: 2px;">CPCAB externally verifies assessment samples External verification visit by CPCAB if necessary CPCAB confirms assessment outcomes</p> |
| <ul style="list-style-type: none"> ▪ Certification | <p>CPCAB certifies candidates</p> |

 indicates there will be a charge for the process

Outline specification for tailor-made qualification

Centre name:

Applicant name and contact details:

| | | | |
|--|---------------------------|---------------------|----------------------------------|
| Qualification title | | | |
| Target candidates | | | |
| Brief description of the course content | | | |
| Intended learning outcome for the qualification | | | |
| Brief outline of assessment methods | | | |
| Total course length (hours) | | | |
| Minimum age | | | |
| Current status of course (please tick) | undeveloped, idea only | partially developed | fully developed, ready to run |

Is this qualification currently accredited by anyone else?

Yes / No