

Supplementary recognition for centres offering QCF units and qualifications 2010/11

From September 2010 all CPCAB qualifications being offered will be the new revised versions which have been migrated to the new Qualifications and Credit Framework (QCF). Centres that wish to offer these qualifications **have** to demonstrate their ability to meet a number of additional requirements.

In order to update our records and to confirm your ability to meet these requirements please complete the details below and the declarations **overleaf** and return to CPCAB.

Please note this is a mandatory requirement if you wish to run CPCAB qualifications.

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	
Address including centre name:	
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):	

Please complete the table below for each qualification you are planning to run for the 2010/11 academic year. Please note the information supplied does not commit the centre to carry through with its plans.

Qualification name	QCF Qualification number	Please tick if running	Estimated number of groups if known	Estimated number of candidates per group if known
Level 2 Award in Effective Listening Skills (ELSK-L2)	500/7794/6	<input type="checkbox"/>		
Level 2 Award in Listening Support Skills (LSK-L2)	500/7793/4	<input type="checkbox"/>		
Level 2 Award in Understanding Substance Misuse (USM-L2)	500/4684/6	<input type="checkbox"/>		
Level 2 Award in Introduction to Counselling Skills (ICSK-L2)	500/7762/4	<input type="checkbox"/>		
Level 2 Certificate in Counselling Skills (CSK-L2)	500/7983/4	<input type="checkbox"/>		
Level 3 Certificate in Counselling Studies (CST-L3)	500/8009/X	<input type="checkbox"/>		
Level 4 Diploma in Therapeutic Counselling (TC-L4)	500/8088/X	<input type="checkbox"/>		
Level 5 Diploma in Psychotherapeutic Counselling (PC-L5)	500/8386/7	<input type="checkbox"/>		
Level 5 Diploma in CBT Skills & Theory (CBT-L5)	500/8460/4	<input type="checkbox"/>		
Level 6 Cert in Therapeutic Counselling Supervision (TCSU-L6)	500/8222/X	<input type="checkbox"/>		

Part 2: Declaration of meeting new QCF requirements

Please read the following statements. When you are sure you can meet these requirements please tick the boxes on the right and sign the declaration in 2.2. Please note that it is the centre's responsibility to produce documentary evidence if requested.

2.1 QCF requirements		Please ✓
1.	I understand it is the responsibility : <ul style="list-style-type: none">▪ of the centre to hold and transmit securely details of assessment outcomes to CPCAB.	<input type="checkbox"/>
2.	I understand it is the responsibility : <ul style="list-style-type: none">▪ of the centre to ensure it has the staff, resources and systems necessary to support the assessment of units and the award, accumulation and transfer of credits and, where necessary, the recording of exemptions.▪ to make arrangements to support learners to complete the qualification in the event of a course being withdrawn, interrupted or otherwise discontinued.	<input type="checkbox"/>
3.	I agree <ul style="list-style-type: none">▪ to have arrangements in place to obtain a Unique Learner Number (ULN) on behalf of the learners unless an individual chooses not to have one. <p>Please tick if you need support from CPCAB to obtain ULNs for learners.</p>	<input type="checkbox"/> <input type="checkbox"/>
4.	I confirm that: <ul style="list-style-type: none">▪ where learner consent is given the centre will use access to the record of the learner's previous achievements (in their Personal Learner Record) to ensure that opportunities for credit transfer and exemption are maximised.	<input type="checkbox"/>
5.	I confirm that: <ul style="list-style-type: none">▪ the centre has administrative systems in place to track the progress of learners towards their target awards.	<input type="checkbox"/>
6.	I confirm that: <ul style="list-style-type: none">▪ the centre will follow CPCAB Recognition of Prior Learning (RPL) and entry requirement guidelines when registering trainees for CPCAB qualifications.	<input type="checkbox"/>
7.	I understand it is the responsibility of the centre: <ul style="list-style-type: none">▪ to document the respective roles and responsibilities of each partner where a centre is a partnership arrangement between organisations.	<input type="checkbox"/>

2.2 Declaration

I confirm that all the information given in Parts 1 and 2 are accurate:

Signed (counselling co-ordinator):

Please print name:Date: