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Transition Application for CAST-L3

For centres approved to offer CST-L3 who would like to offer CAST-L3

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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, a centre is permitted to promote or advertise a qualification, stating it is pending CPCAB approval.

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

**Part 1: Context**

This application form is designed for centres who currently have CPCAB approval to offer the Level 3 Certificate in Counselling Studies CST-L3 and who wish to add the new Level 3 Certificate in Applied Counselling Studies CAST-L3 to their qualification portfolio.

In 2023 due to changes to Department for Education funding rules, CPCAB designed an alternative qualification to the CST-L3 which met the new funding rules. This qualification includes the original CST-L3 content as Unit 1, and also includes Unit 2 - Application of counselling skills in a range of occupational settings.

So that centre approval can be carried over from an existing CST-L3 approval to offer the CAST-L3, centre managers will need to complete this transition form, confirming the centre’s ability to deliver the alternative qualification and meet the tutoring and assessment requirements.

We would like to make it an easy and smooth process to make this new application. Therefore, this form focuses only on the relevant information required. If you have any queries, would like support making your application, or advice regarding the new qualification do please let us know.

Please see our [Fees Document](https://www.cpcab.co.uk/public_docs/fees-document-current-academic-year) for details on the application fee and registration fees for CAST-L3.

**Part 2: 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: |  |
| Level and title of qualification: |  |
| 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): |  |
| Student enquiry telephone: |  |
| Student enquiry email: |  |

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

Existing CST-L3 approved tutors at your centre will be automatically approved to deliver CAST-L3. If you wish to add additional tutors, please submit new CVs via the CPCAB website and include their details below. You must 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 3: Course design and content**

Please provide the following information:

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| --- | --- |
| Title and level of CPCAB qualification: |  |
| What has affected your decision to add CAST-L3 to your portfolio?   * Funding requirements * Candidate choice * Prefer the new qualification * Other... (please state) |  |
| 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 4: 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 and CCEA).

Once this document is signed and approved it constitutes a written and enforceable agreement between your centre and CPCAB (Ofqual and CCEA - 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)).

|  |  |  |
| --- | --- | --- |
| **4.1** | **Standard CPCAB Requirements** | Please tick |
| 4.1.1 | **I confirm that:**  The standard centre approval requirements which were in place for the Level 3 Certificate in Counselling Studies approval are still valid. | ***□*** |
| **4.2** | **CAST-L3 Transition Requirements** | Please tick |
| 4.2.1 | **I confirm that:**  Centre management and tutors have read the [*Qualification Specification*](https://www.cpcab.co.uk/public_docs/cast-l3-specification) and understand the additional course requirements, including the additional Guided Learning Hours (GLH).  Tutors have read the [*Tutor Guide*](https://www.cpcab.co.uk/public_docs/cast-l3-tutor-guide) and [*Candidate Guide*](https://www.cpcab.co.uk/public_docs/cast-l3-candidate-guide) and are prepared to deliver and assess the additional content.  Tutors have read the supporting documentation and understand the requirements of the CAST-L3 project and how to address the Unit 2 Learning Outcomes and Assessment Criteria.  Please see:   * [CAST-L3 Tutor Guide](https://www.cpcab.co.uk/public_docs/cast-l3-tutor-guide) * [CAST-L3 Candidate Guide](https://www.cpcab.co.uk/public_docs/cast-l3-candidate-guide) * [Tutor Information Pack & FAQs](https://www.cpcab.co.uk/public_docs/cast-l3-tutor-information-pack-faqs) * [Tutor Guidance to Project Report and Presentation](https://www.cpcab.co.uk/public_docs/cast-l3-tutor-guidance-to-project-report-presentat) * [Candidate Guidance to Project Report and Presentation](https://www.cpcab.co.uk/public_docs/cast-l3-candidate-guide-to-project-report-presenta) * [Candidate Project Self Review](https://www.cpcab.co.uk/public_docs/cast-l3-candidate-project-self-review) * [Tutor or Peer Observation of Project Presentation](https://www.cpcab.co.uk/public_docs/cast-l3-tutor-or-peer-observation-of-project-prese)   The centre intends to use the CPCAB example Scheme of Work for Unit 2  Or  The centre is providing its own Scheme of Work (a template SoW is provided for this purpose in section 8, please include your SoW with this application). | ***□***  ***□***  ***□***  ***□***  ***□*** |

**Part 5: Contingency planning & course withdrawal for CPCAB qualifications**

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| **5.1** | **Resources & contingency in the event of a course closing** |

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| --- | --- | --- |
| 5.1.1 | **I confirm that:**  All resourcing and course closure contingencies applicable to the centre approval of CST-L3 continue to be valid for approval of CAST-L3  Should there be any change to these arrangements, detail is provided below: | ***□***  ***□*** |

**Part 6: Declaration**

**I confirm that all the information given in Parts 2, 3, 4 and 5 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[[3]](#footnote-4) if these requirements are not met: *□***

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 7: Satellite centres**

If you are planning to deliver CAST-L3 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.

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| --- | --- | --- | --- |
|  | **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’*

**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:

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. [↑](#footnote-ref-3)
3. Please see [CPCAB policies](https://www.cpcab.co.uk/centres/documents) on Sanctions, Malpractice and Maladministration, Conflict of Interest, Complaints and Whistleblowing. [↑](#footnote-ref-4)