Submission for Lantra Awards Accreditation: Customised Provision

LANTRA AWARDS
Raising skills, backing business

GUIDANCE
Remember to attach **all** course materials that learners will receive on your course, this includes any PowerPoint presentations, handouts, pre course guidance, course content, assessments documents etc.

An instructor application form must be included for each instructor you are planning on registering for your course.

Title of the course (this title will appear on the certificates) Please do not contain terminology that indicates level or size that may be confused with NQF/QCF provision. For example: Level 1 Diploma; Level 3 Award	

Centre responsible for management of the course	
Centre Contact Name	
Centre Address	
Is this a new, or existing approved centre?	**New** ☐ If new, please ensure your application to become a registered centre is also enclosed **Existing** ☐ If existing, give centre code here _____

Telephone		**FAX**	
Email			

Type of course certification required (please tick as applicable – select one box only)

☐ **Certificate of Attendance (non-assessed course)**

☐ **Certificate of Training (assessed course)**

If Certificate of Training is ticked, is a skills ID card required? YES ☐ NO ☐

[Please note when providing the course title: There is a maximum of 50 characters (incl. spaces) available on an ID Card.]

Proposed course duration (in days)	
Proposed maximum number of learner's accepted on each course	

Is this course…. Classroom based ☐ Field based ☐ A mixture of the two ☐

Sections 1 and 2 need not be completed by existing Lantra Awards Training Providers

1. Data protection

Lantra Awards is obliged to notify any administration activities to the Information Commissioner (formerly the Data Protection Registrar) in respect of Membership Schemes and the subsequent sharing or transfer of this information in accordance with the Data Protection Act 1998. Lantra Awards is required to ask for specific consent for the communication of data held about you to other parties.

All Education/Corporate instructors will be guided by their main organisation choice of data protection. All individuals have the legal right to refuse their details being displayed, however, should the main organisation refuse for their details to be displayed, then the individual will default to this choice.

The application form gives you five options, of which **you must choose only one**:

- ❑ **Option 1** Details available world-wide via the Lantra website or mail
- ❑ **Option 2** Details available only to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra website
- ❑ **Option 3** Details not displayed on the Lantra website but may be passed on via telephone or mail enquiries
- ❑ **Option 4** Details available to other Lantra Awards approved providers and Instructors via a password protected area of the Lantra website AND may be passed on via telephone or mail to all enquirers
- ❑ **Option 5** Details not made available to any party

2. Centre Policy Documents

A new approved centre will need to forward policies to support the delivery of training and assessment. All centres are expected to abide by the Lantra Awards Code of Practice. Please attach copies of the policy documents below:

Policy Title	**Attached (✔)**
Health and Safety Policy	
Equal Opportunities Policy	
Complaints and Appeals Procedure	
Children and Vulnerable Adults Policy (where appropriate to target group)	

Approval will not be granted until after these polices have been received.

3. Background information

Please detail your organisation's experience of working within this sector. Attach any relevant literature or leaflets. We are particularly interested in related activities such as training and development.

4. Rationale

Please outline the reason or need for this course. Please highlight whether this provision directly links to a demand from industry or as a result of current legislation.

5. Course aims and content

Provide details of the learning outcomes and (where appropriate) assessment criteria. Attach additional information if the space below is insufficient. If the course includes a range of discrete/self-contained units it would be useful to include learning outcomes and assessment criteria for each area. Please complete the QCF Sector Areas tick list contained in Annex 1 which will tell us which areas of provision you intend to cover.

Learning Outcomes	**Assessment Criteria**
The learner will:	**The learner can:**
1.	1.1.
2.	2.1.
3.	3.1.
4.	4.1.
5.	5.1.
6.	6.1.
7.	7.1.
8.	8.1.

6. Relationship with industry standards

Please indicate whether the provision you intend to offer is linked to any existing National Occupational Standards and, if so, which. If your course is directly related to NOS it may have added value for your learners. Where possible, all provision should relate to NOS where they exist.

7. Relationship with functional/ key skills

Please indicate if the provision you intend to offer will enable any link to functional/key skills, if so, outline how and where this will be incorporated into the training. This may have added value for learners.

8. Target group

Please indicate who this course has been designed for, and whether there is a specific target group.

9. Recruitment and Admission

How will you recruit leaners for this course? Describe the admission process and any entry requirements or selection criteria.

10. Anticipated numbers

Indicate roughly how many learners would be registered for certification per annum

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11. Resources

State the minimum resources used in the delivery/assessment of the course.

12. Quality assurance

Give details of any process for monitoring, evaluating and reviewing the course/assessment internally.

Quality Assurance will be allocated and implemented by Lantra Awards following a review of your submission, based on a risk assessment of your course and centre.

Please refer to guidance notes for details of this chargeable quality assurance activity.

Please note any Quality Assurance activity is completed by an allocated External Verifier who may be accompanied by a Lantra Awards team member

13. Instructors

Instructors for your course must hold the practical skills and knowledge necessary to fulfil teaching your content, plus be able to show evidence of having undertaken instructional techniques training and hold a suitable first aid certificate. **An Instructor Application Form must be included for each person you would like to be considered for this course, of which you need to include at least one.**

14. Internal verification

Internal Verification is how the organisation plans to quality assure the delivery; assessment and support for learners. A named person must be identified as responsible for the Quality Assurance of the approved customised provision.

Detail any internal verification process including requirements for the Internal Verifier role.

Name of Internal Verifier/s	Details of Qualifications/Experience

15. Assessment

If the course is assessed please describe the method(s) of assessment and the assessment evidence generated.

16. Lantra Awards online course catalogue

We hold a course catalogue which we externally advertise to learners. Your course title and contact details will be made viewable to the public and existing centres.

If you would like your course listed within our online course catalogue please tick below:

Yes ☐ No ☐

If yes, please confirm a contact name and telephone number to contact:

Name: ……Telephone: ……

17. Advertising of your course

Customised Provision must not be advertised in any way that can be misleading. You must not use any terms that will in any way mislead learners in thinking they are achieving a regulated Qualification. For example, terms such as Qualification, Award, Certificate or Diploma etc. are all terms used with the Qualifications and Credit Framework (QCF), for regulated Qualifications.

Upon completion of Customised Provision learners are issued with either a Certificate of Training or a Certificate of Attendance. Courses are not endorsed at any particular level and therefore a level is not specified.

As an Awarding Organisation we must adhere to regulations set by the Office of Qualifications and Examinations Regulation (Ofqual) and therefore as part of our Quality Assurance we may monitor how your individual course is advertised.

18. Costs

Course Submission Fee – Non Refundable (If a cheque is not attached, an invoice will be raised immediately on receipt)

Assessed Course:	**£250+VAT**
Non Assessed Course (attendance only):	**£150 + VAT**
3 Yearly Submission Fee	**£75 + VAT**
External Technical Advice	**£120 + VAT**
Lantra Awards Consultancy If additional industry expertise needs to be sought	**£450 + VAT (per day)**
Revisions/Amendments (to any current provision)	**£75 + VAT**
Centre Approval and Registration Fee (for new centres only)	**£258 + VAT**
New Instructor Approval Fee (No charge to use an existing Lantra Awards Instructor)	**£77 + VAT**

Certification Fee
£20+VAT per learner for certificate only (Attendance or Integrated Training & Assessment)
£30+VAT per learner for a Certificate of Training and skills Identity card (Integrated Training & Assessment only)

There is an option to customise your certificate to include your own logo for a £50 one-off administration fee. **Nb. Your logo will only appear in black & white on our certificate and needs to be of good quality.**

Quality Assurance
The quality assurance for your centre will be discussed and agreed when Lantra Awards have reviewed your submission after a risk assessment process – this will be chargeable annually, bi-annually or tri-annually. You will be notified of which banding you are placed within and nominated an External Verifier.

Quality Assurance – EV Visit	**£400 + VAT**

Annual Membership Renewal of Centre & Instructors
(Renewal notices will be issued prior to expiry)

£155 + VAT centre renewal
£26 + VAT per instructor renewal

All Lantra Awards fees are reviewed annually

19. Responsibilities

Lantra Awards will:

1. Approve the centre to deliver the course(s) detailed provided they meet the criteria set on point 9
2. Approve the course(s) detailed through the customised provision route
3. Recognise the centre as the registered provider for this customised provision
4. Recognise instructors to deliver the course(s) provided they meet criteria
5. Assign quality assurance to ensure that standards around course delivery and assessment where applicable are maintained and specify the requirements
6. Receive quality assurance reports and take appropriate action where there are issues with the provider's quality processes on relation to the provision
7. Advertise the provision through Lantra Awards if applicable
8. Refer any organisation contacting Lantra Awards with a view to offering any of the courses to the centre
9. Issue a certificate to those learners whose certificate claim form shows that they have been successful
10. Issue certificate claim forms to the centre
11. Provide site specific risk assessment forms and learner evaluations
12. Give advice and support regarding the provision being offered and advise as to how it might continue to meet the needs of both learners and the relevant industry bodies
13. Retain the right to remove centre or instructor approval if standards are found to be unsatisfactory
14. Retain the right to remove course approval if at such time a course of similar type is developed

The Centre will:

1. Be the central point though which centres, instructors, the External Verifier and Lantra Awards liaise
2. Submit appropriate courses for Lantra Awards approval through the customised provision route
3. Train, update and standardise instructors as required in technical skills, instructional techniques and assessment
4. Organise training courses (venue, date, instructor, equipment etc)
5. Hold responsibility for all course content and ensure safe delivery, compliant with relevant legislation
6. Distribute course materials to any satellite/outreach centres (where appropriate) and certificate claim forms
7. Liaise with Lantra Awards regarding visits to centres and distance monitoring
8. Receive certificates and distribute to successful learners
9. Ensure that accurate records are maintained
10. Complete site specific risk assessment forms
11. State levels of technical expertise required for the provision and ensure all training and assessment personnel meet and maintain this requirement
12. Reviews course materials and contents regularly, if amendments are made these new revised documents must be forwarded to Lantra Awards
13. Bring to our attention immediately any complaints which relate to your Customised Provision which may bring our Awarding Organisation's name into public association

Agreement to offer:

I confirm I have received a copy of the Lantra Awards Code of Practice, Customer Service Statement and Policies and will comply with these and I agree to the Lantra Awards Terms & Conditions as far as they are applicable (copy available upon request).

I agree to offer the course as specified in the approved submission documents and to notify Lantra Awards of any changes.

Submitted by (please print name) _____

Signature _____

Date _____

Please return completed submission and instructor application(s) to:
The Quality & Standards Team, Lantra Awards, Lantra House, Stoneleigh Park, Coventry CV8 2LG

qualityandstandards@lantra-awards.co.uk

Annex 1
Please indicate the sector subject areas which your customised provision sits.

Sector	Curriculum Area	Please tick
1.1	Medicine and Dentistry	
1.2	Nursing Subjects and Vocations allied to Medicine	
1.3	Health and Social Care	
1.4	Public Services	
1.5	Child-Development and Well-Being	
2.1	Science	
2.2	Mathematics and Statistics	
3.1	Agriculture	
3.2	Horticulture and Forestry	
3.3	Animal Care and Veterinary Science	
3.4	Environmental Conservation	
4.1	Engineering	
4.2	Manufacturing Technologies	
4.3	Transportation Operations and Maintenance	
5.1	Architecture	
5.2	Building and Construction	
5.3	Urban, Rural and Regional Planning	
6.1	ICT Practitioners	
6.2	OCT for Users	
7.1	Retailing and Wholesaling	
7.2	Warehousing and Distribution	
7.3	Service Enterprises	
7.4	Hospitality and Catering	
8.1	Sport, Leisure and Recreation	
8.2	Travel and Tourism	
9.1	Performing Arts	
9.2	Crafts, Creative Crafts and Design	
9.3	Media and Communication	
9.4	Publishing and Information Services	
10.1	History	
10.2	Archaeology and Archaeological Sciences	
10.3	Philosophy	
10.4	Theology and Religious Studies	
11.1	Geography	
11.2	Sociology and Social Policy	
11.3	Politics	
11.4	Economics	
11.5	Anthropology	
12.1	Languages, Literature and Culture of the British Isles	
12.2	Other Languages, Literature and Culture	
12.3	Linguistics	
13.1	Teaching and Lecturing	
13.2	Direct Learning Support	
14.1	Foundations for Learning and Life	
15.1	Accounting and Finance	
15.2	Administration	
15.3	Business Management	
15.4	Marketing and Sales	
15.5	Law and Legal Services	