



**LEVEL 1, 2 and 3 CERTIFICATE/S
IN
DRY STONE WALLING (QCF)**

Information for Centres

**Level One Certificate in Dry Stone Walling (500/7615/2)
Level Two Certificate in Dry Stone Walling (500/7446/5)
Level Three Certificate in Dry Stone Walling (500/7447/7)**

December 2009

© Lantra Awards • September • 2009
Registered Office
Lantra Awards, Lantra House, Stoneleigh Park, Nr Coventry,
Warwickshire, CV8 2LG

Copyright

All rights reserved. No part of this publication may be re-produced, stored in a retrieval system, or transmitted in any form or by any means whatsoever without prior written permission from the copyright holder.

If you have any queries about the information in this pack or the Qualification generally please contact Lantra Awards:

Telephone: 024 7641 9703

Fax: 024 7641 1655

Email: awards@lantra.co.uk

Website: www.lantra-awards.co.uk

Post: Lantra Awards, Lantra House, Stoneleigh Park, Coventry,
Warwickshire, CV8 2LG

Index

- 1 About Lantra Awards
- 2 Qualification and Credit Framework
- 3 What are the aims of the Qualification/s?
- 4 Who are the Qualification/s designed for?
- 5 What are the benefits of undertaking the Qualification/s?
- 6 What's in the Dry Stone Walling qualification/s?
- 7 Are there any entry requirements for the Qualification/s?
- 8 How long would it take for a learner to complete the Qualification/s?
- 9 My organisation is interested in offering the Qualification/s. What do I have to do now?
- 10 My organisation is already an approved Lantra Awards training provider. Do I still need to apply for centre approval?
- 11 Quality Assurance – how are the Qualifications assessed?
- 12 What is the cost of the Qualification/s?
- 13 What do I do if a learner wishes to enquire about or appeal against his / her assessment decisions?
- 14 What if a learner loses their certificate?
- 15 Are the Dry Stone Walling qualifications nationally recognised?
- 16 Is there funding for the Qualification/s?
- 17 Are the Qualification/s available throughout the UK, including Scotland?
- 18 Some of my learners have additional needs. What arrangements can be made to support them?
- 19 How do I make a complaint or an appeal?
- 20 What do I do if I suspect any form of malpractice in connection with this suite of Qualifications?

ANNEXES

1 About Lantra Awards

Lantra Awards is a nationally recognised Awarding Body approved to develop and accredit Qualifications such as NVQ/SVQ's; VRQ's and QCF provision. We offer national Qualifications in a range of subject areas, as well as technical awards and customised provision to accredit in-house training. Our portfolio of credit-based Qualifications is constantly developing and this suite of Dry Stone Walling Certificates is designed to add value to our existing provision as well as enable progression routes for a range of learners across this important environmental and rural craft industry.

2 Qualifications and Credit Framework

Since 2006 the Regulatory Authorities have been testing the Qualifications and Credit Framework which is a new Qualifications structure built from credit based units. Units are then selected and combined into Qualifications in order to enable a more flexible learner centred approach; depending on the agreed rules of combination for each Qualification.

It is anticipated that as the QCF develops it will enable more freedom; choice and flexibility for learners enabling them to undertake smaller bite-sized learning opportunities that can build up achievements over time. Learners' can therefore work at their own pace and in their own learning context.

These Qualifications are designed to fit into the ethos of the QCF and have been designed to enable flexibility and encourage positive outcomes for all learners.

3 What are the aims of these Qualifications?

These Qualifications are intended to offer learners interested in dry stone walling to develop the skills and knowledge required to practice aspects of dry stone walling at a number of progressive levels; and at each level have the opportunity to achieve a recognised national Qualification that reflects the national standards for the type(s) of role(s) they can perform. The Qualifications will be suitable for those entering work, those who have established themselves in a role; and those who wish to progress onto more advanced skill areas.

The Qualifications will improve awareness of Health and Safety legislation and how individuals can contribute to the HSE agenda.

Level One prepares learners to undertake basic walling and repair work and to progress to further opportunities in dry stone walling and other related areas.

Level Two aims to further develop skills and knowledge including the building of a cheekend. Achievement of Level Two prepares learners to progress to Level Three skills.

Level Three aims to develop more advanced skills including the building of more complex special features such as those found in the countryside and garden work.

All Certificates aim to address the skills shortage within this area of activity and in doing so, ensure that there are sufficient numbers of appropriately qualified dry stone wallers in the future. This, in turn contributes towards the continuation of this traditional construction craft and to the conservation of the landscape.

4 Who are the Qualifications designed for?

The Qualifications aim to fill the training gap in this area; and are aimed at a wide range of learners. The Qualifications will enhance the ability of personnel to work safely, effectively and efficiently in the workplace. The Qualifications may appeal to:

- Those interested in retraining for a new career; either to seek employment or become employed.
- Those undertaking voluntary work in relation to environmental conservation.
- Those already practicing aspects of dry stone walling who would like to access a formal qualification.
- Those who wish to pursue dry stone walling as a leisure activity for personal use within their own property.

5 What are the benefits from doing the Qualifications?

Learners undertaking these Qualifications will develop their knowledge of a range of dry stone walling skills and practices. The Level Three offer contains a range of optional units which will enable learners to test out new skill areas and develop a range of knowledge. They may then choose to specialise in a particular area of interest by undertaking further training and development or use the units as a route to demonstrate ongoing development.

6 What's in the Dry Stone Walling Qualifications?

These Qualifications have been devised with the aim of progressing learners into further learning relating to dry stone walling. The units have been devised to enable the learner to move through the levels of skill development to achieve or work towards achieving a national Qualification and improve their opportunities.

The Level 1 Certificate comprises of three Mandatory units:

- Prepare to Build a Dry Stone Wall
- Build and Pack Dry Stone Walls
- Using Copestones

The Level 2 Certificate comprises of four Mandatory units:

- Prepare to Build a Dry Stone Wall
- Build and Pack Dry Stone Walls
- Using Copestones
- Building a Cheekend to a Dry Stone Wall

The Level 3 Certificate comprises of four Mandatory units and one Optional unit chosen from a selection of special features. The Mandatory units are:

- Prepare to Build a Dry Stone Wall
- Building a Cheekend to a Dry Stone Wall
- Building a Retaining Dry Stone Wall
- Building a Curved Dry Stone Wall

The Optional units are:

- Building a Dry Stone Wall on Sloping Ground
- Building a High Dry Stone Wall
- Incorporating a Lunkie Hole into a Dry Stone Wall

For a full list of units please see Annex A.

7 Are there any entry requirements for the Qualification?

No

8 How long would it take for a learner to complete the Qualification?

The recommended notional learning time for the achievement of a single credit is 10 hours.

The Level 1 Certificate is awarded upon the achievement of 13 credits (117 GLH). All of these credits must come from the Mandatory units.

The Level 2 Certificate is awarded upon the achievement of 19 credits (137 GLH). 13 of these credits will be at Level 2 and 6 credits at Level 3. All of these credits must come from Mandatory units.

The Level 3 Certificate is awarded upon the achievement of 28 credits (189 GLH). 22 of these credits will be at Level 3 and 6 credits at Level 2. 23 credits will come from the Mandatory units and 5 credits will come from the Optional units.

Learners may take slightly less or slightly more time to achieve the number of credits required: - but the size of the Qualification is based upon notional learning time and represents an average rather than a defined number of learning hours. It is important that Centres approved to deliver the Qualification give the appropriate time and support to enable learners to achieve. Learners may claim certification for any credit / units they achieve irrespective of whether they have completed the full Qualification.

9 My organisation is interested in offering these Qualifications. What do I have to do now?

Your organisation must apply to Lantra Awards to become an approved centre for this Qualification. If you meet the criteria set in the Application for Centre Approval Form, Lantra Awards will approve your organisation as an 'assessment centre' which means that you can offer this Qualification. You must demonstrate that you have access to the appropriate resources required to support the delivery and assessment of the qualifications.

The application for centre approval must be completed and returned to the Dry Stone Walling Association at: Westmorland Country Showground; Lane Farm, Crooklands, Milnthorpe, Cumbria, LA7 7NH. Each approved centre will be allocated a unique centre number and approval will enable you to offer all three qualifications.

Each centre should have access to an appropriate length of wall or sections of wall for a minimum of six learners to be tested (these can be mixed levels). The wall does not have to be located at the centre and may be situated elsewhere. The wall does not have to be the property of the centre and may, for example, belong to a local farmer (do seek permission before using). Walls for Level 2 learners must include a cheekend / straight end per learner.

If centres do not have this resource they will not be able to test learners at that particular centre. However, arrangements can be made for learners to be tested at another location.

Learners cannot be assessed for any part of the Qualification unless they have been registered with Lantra Awards by an approved centre. Only approved centres can register learners.

The application form for centre approval is provided in Annex C.

It is the responsibility of the approved centre to ensure that all tutors / instructors are competent to deliver and assess the units they are teaching. Instructor should be qualified to at least one level above the level they are teaching and / or assessing and should hold or be working towards a teaching qualification; or attended training in instructional techniques. Lantra Awards recommends that all instructors are approved by Lantra Awards or by an equivalent internal system of quality assurance.

10 My organisation is already an approved Lantra Awards training provider. Do I still need to apply for centre approval?

Regulations require awarding bodies to approve each centre for specific Qualifications, regardless of any other activities that organisation may undertake.

11 Quality Assurance - How are the Qualifications Assessed?

In order to achieve each Qualification learners need to demonstrate that they have met the evidence requirements for the assessment criteria of each of the individual units.

The qualifications are entirely externally assessed by practical assessment methods that assess the learners' ability to build sections of dry stone wall (and other features as appropriate to the level undertaken). The assessment methods employed reflect the practical nature of the qualifications which in turn are based upon the actual skills required by a practicing dry stone waller.

The Level One Certificate in Dry Stone Walling will be awarded to learners meeting the external assessment requirements identified below.

Strip down and rebuild a straight forward section of dry stone wall totalling 2.5 square metres within a period of seven hours.

Learners must achieve at least 50% of marks available for each section of the test and an overall percentage of at least 50% to pass the test at Level 1.

The emphasis at this level is on straightness and soundness of construction. This integrated and summative test will assess the criteria of all of the units required for the Level One Certificate.

The Level Two Certificate in Dry Stone Walling will be awarded to learners meeting the external assessment requirements identified below.

Strip down and rebuild a section of dry stone wall not less than 1 metre in height and totalling 2.5 square metres which incorporates a straight end or cheekend within a period of seven hours.

Learners must achieve at least 50% of marks available for each section of the test and an overall percentage of at least 60% to pass the test at Level two.

In addition to the principles of construction at Level 1, particular emphasis at this level is on line and straightness, adequate hearting, selection of stones for all parts, batter or camber; correct laying of through bands and cover stones, and security of copestones.

This integrated and summative test will assess the criteria of all of the units required for the Level Two Certificate.

The Level Three Certificate in Dry Stone Walling will be awarded to learners meeting the external assessment requirements identified below.

a) Build two special walling features

Learners must achieve at least 50% of marks available for each section of each special feature and an overall percentage of at least 67% to pass.

b) Strip down and rebuild 4.5 square metres of retaining wall within a period of seven hours

Learners must achieve at least 50% of marks available for each section of the test and an overall percentage of at least 67% to pass the test at Level 3.

In addition to the principles of construction at levels one and two, particular emphasis at this level is on solid and secure foundations and preparation of earth bank, adequacy of packing, selection and placement of building stones, sufficient weep holes where necessary, sufficient through bands relative to the height of the wall, batter or camber, line and straightness, retaining to base of copes.

These integrated and summative tests will assess the criteria of all of the units required for the Level Three Certificate; both mandatory and optional requirements.

How are the special walling features for the Level 3 certificate assessed?

For the two special features learners must build 5 square metres of curved wall plus **one** of the following:

- 5 square metres of wall at least 1.8 metres high.
- 5 square metres of wall incorporating a lunky (sheep passageway or waterpen).
- 5 square metres of wall on ground with a slope of 20 degrees or more.

Two options are available for the assessment of the special walling features. Differential fees apply due to the varying costs of examining each option.

(a) Option 1 – On-centre

The two special features required can be built as an 'on centre' option and marked on a test day when an Examiner is visiting the centre. The features are built by the learner at the centre (or within a one mile radius of the centre) in advance. The Examiner inspects the features, queries learners and marks the features on a centre test day. If an Examiner is required to visit a centre on a non-test day, the visit will be treated and charged the same as an off-centre option (see below).

You should indicate on the Application to be Tested whether this is the option you have chosen.

(b) Option 2 – Off-centre

This option is particularly suitable for working wallers who build features as part of commercial work undertaken on request. A visiting Examiner inspects the features, queries the learner and marks the features. A higher fee will be charged for the off centre option due to higher cost of examining on a one-to-one basis.

You should indicate on the Application to be Tested whether this is the option you have chosen.

Notes / diagrams explaining what Examiners expect to see in terms of degree of slope and curve of the curved wall with a method of working these shapes out so that the test piece complies with requirements are provided to centres to be sent to Level 3 learners following registration.

In order to ascertain whether the work of the learner approaches the standard required for both options the Examiner views photographs of the features in advance of the visit. These are requested when the application to be tested form is received. The learner may then be informed if the standard appears to fall short of that required and advised as to how to improve.

When does testing for the qualifications take place?

Testing can take place at more or less any time provided Lantra Awards are notified in good time to arrange this which is no later than **6 weeks** before the date requested by the centre.

Centres are advised to indicate as early as possible when they would like the test date to be. This is done when the Application to be Tested is submitted. Centres will be allocated the test date provided numbers are sufficient to warrant this and Examiners are available on that date.

DSWA branches set a number of test dates in advance on an annual basis (visit www.dswa.org.uk).

Where does testing for the qualifications take place?

Tests can take place at centres approved by Lantra Awards to offer the qualification. Centres must indicate their desired date for testing on the Application to be Tested and confirm the exact location where the test will take place. Learners are tested in groups; a minimum group of six learners is normally required for a test to take place though these can be a mixture of Levels 1, 2, and 3 learners.

A number of testing days take place at local dry stone walling centres and approved centres are informed of dates and venues in advance.

How do centres enter learners for testing?

Centres must complete an Application to be Tested. This must be submitted along with full payment for the test.

How are the tests to be conducted?

Materials required for the test must be provided at the site. Stones may vary from one region to another and learners must be tested using stones with which they are familiar, i.e. similar to those used in training. Centres can request that learners bring their own frames, hammers, pins and lines, and safety goggles.

Learners must work on their own stint which must be clearly marked with pegs. 2.5 square metres of wall are required per stint for Levels 1 and 2, and 4.5 square metres of retaining wall for Level 3. The following table shows the length required for each stint, depending upon the height of the wall. Measures should be taken from the base of the foundation course to the top of copestones for height.

CERTIFICATE LEVELS 1 AND 2

HEIGHT PER STINT (METRES)	LENGTH PER STINT (METRES)
1	2.5
1.10	2.27
1.20	2.08
1.30	1.92
1.40	1.79
1.50	1.67
1.60	1.56
1.70	1.47
1.80	1.39
1.90	1.32
2.00	1.25

CERTIFICATE LEVEL 3 (UNIT 2)

HEIGHT (METRES)	LENGTH (METRES)
1.2	3.8
1.3	3.5
1.4	3.21
1.5	3.0
1.6	2.81
1.7	2.65
1.8	2.5
1.9	2.37
2.0	2.25

Before the test the Examiner(s) will:

- Introduce his / her self and ensure that the learners know that they are the Examiner.
- Explain the task to learners.
- Ensure that learners understand what they are required to do.
- Explain time allowed for each section of the test giving the start and finish times.
- Explain that they should not normally communicate with other learners (learners are however required to ask for help lifting stones or communicate for other health and safety reasons).
- Explain that they should communicate only with the Examiner.
- Invite general questions about the task.

During the test the Examiner(s) will:

- Advise learners of time remaining.
- Spend equal amounts of time observing all learners.

After the test the Examiner(s) will:

- Give feedback to learners in a sensitive and constructive manner.
- Where a learner has not passed all sections of the test, explain reason(s) for this.

How are the tests marked?

An Examiner observes learners during the test and completes an Examiner Mark Sheet for each learner. Learners must gain the minimum marks for all sections of the test in order to gain the qualification. Any marks awarded to the learner by the Examiner on the day of the test are provisional and subject to the checking and approval of Lantra Awards who will formally issue the results.

What happens if the learner does not meet the required standard?

Learners will get feedback from the Examiner about their performance. Where this means that the learner has proved to be particularly weak in one or more sections of the test, the Examiner will explain why this is the case. However the decision as to whether a learner passes or fails a test lies with Lantra Awards following the necessary checks to learners' marks as allocated by the Examiner on the mark sheet.

Learners can re-sit the test as many times as they wish, though each application to be tested must be accompanied by full payment for the test. A gap of three months should ideally elapse before learners apply to be re-tested. This period is recommended to allow learners time to practice those areas in which they failed to pass the last test.

Who are the Examiners for the qualification?

Examiners for this qualification are experienced, practicing dry stone wallers who hold a Master Craftsman certificate awarded by DSWA.

Examiners are monitored by the Chief Examiner who sample visits tests. The Chief Examiner is also available to support and advise Examiners. For standardisation purposes, more than one Examiner is normally present at the level 2 and level 3 tests.

Quality Assurance

Standardisation of test marking will take place regularly in partnership with the Dry Stone Walling Association.

Lantra Awards provides guidance and training to assessors and internal moderators which include the size and nature of samples and additional samples when required. External Moderators will stipulate the sample from the list of registered learners provided by Lantra Awards. The sample must normally be at least 10% or 10 completed tests whichever is larger. External Moderators may request a higher sample e.g. where the centre is new or where previous moderation activities have indicated some inconsistency or errors in marking learners' work. Where more than one internal assessor is active then the moderator must ensure that the internal moderation process samples the marking of all assessors. Feedback to assessors should be evident and where there are inconsistencies across markers then evidence of action to address this should be available to the External Moderator.

External Moderators are responsible for giving feedback to the centre regarding the accuracy and consistency of their assessment decisions and internal moderation process and where relevant indicate where the centre can improve on these. Following moderation, External Moderators must complete the appropriate documentation to demonstrate that moderation has taken place and that the moderator is satisfied with the internal assessment and moderation process.

Internal Assessors

The Centre Information Pack for each Qualification will offer guidance on the nature and type of assessment evidence that is acceptable.

Where more than one assessor operates within a centre, Lantra Awards requires the assessors to be standardised internally and to provide evidence to Lantra Awards that this has taken place via the internal moderation system. The External Moderator for the centre will request a sample of work from the centre that will include that will have been internally moderated.

Lantra Awards requires written confirmation from the learner and the assessor that the work produced is authentic and moderators will sample this area from time to time.

12 What is the cost of the Qualification?

QCF Qualification fees are based upon a combined full Qualification fee or individual unit fees depending upon the requirements of the learner. For a current list of all centre approval and learner registration charges access the published fees list.

All fees for learner registration and testing are paid directly to the Dry Stone Walling Association and centres should request a current fees list.

13 What do I do if a learner wishes to enquire about or appeal against his / her test results?

Lantra Awards has an enquiries policy and an appeals procedure that can be used in these circumstances. There are fees for enquiries and appeals, which will be refunded in full if the appeal is upheld or if a learner's results are changed as a result of an enquiry. See Lantra Awards Policy Document for details.

14 What if a learner loses their certificate?

Lantra Awards will issue a replacement certificate if a learner loses the original, provided that the learner can provide proof of identity (e.g. birth certificate, wedding certificate, driving licence) and can give details of the centre they were registered with. Lantra Awards will check all claims for replacement certificates against the original certificate claim form. The centre may be contacted for authentication. The certificate will be clearly marked as a replacement. There is a fee for all replacement certificates – contact Lantra Awards for the current fee.

15 Are the Qualifications nationally recognised?

The Qualifications have been designed as QCF Qualifications which fit into the Qualifications and Credit Framework at Levels 1, 2 and 3. All Qualifications within the Qualifications and Credit Framework are regulated in England, Wales and Northern Ireland by the Qualifications and Curriculum Authority (Ofqual). The Qualifications have been approved by Ofqual and will be listed on the Learning Aims Database.

16 Is there funding for the Qualifications?

Approved Qualifications are eligible for funding from local Learning and Skills Councils (or equivalent bodies in Wales and Northern Ireland). The Qualifications are listed upon the National Database of Approved Qualifications (NDAQ) and upon the Learning Aims Database. Funding may be available to organisations which are LSC approved training providers (or equivalent) at the discretion of the local LSC concerned.

17 Are the Qualifications available throughout the UK, including Scotland?

Yes. Although QCF Qualifications are not regulated in Scotland, the Qualification is available to anyone who wishes to use it. Lantra Awards makes no distinction between centres and learners in Scotland and those elsewhere.

18 Some of my learners have additional needs. What arrangements can be made to support them?

Lantra Awards publishes its Equal Opportunities Policy in the Policies Document sent to all centres on approval.

Centres are expected to make appropriate arrangements including reasonable adjustments and these are detailed in the policy to ensure that learners with additional needs can access assessments wherever possible. The Equal Opportunities Policy covers alternative assessment arrangements which can be made for learners with visual and/or auditory impairment, with permanent or temporary physical impairment, specific learning difficulties or dyslexia, and learners for whom English is a second language.

19 How do I make a complaint or an appeal?

The Lantra Awards Complaints and Appeals Procedures are published in the Lantra Awards Policies Document issued to all approved centres.

20 What do I do if I suspect any form of malpractice in connection with this Qualification?

Contact Lantra Awards with as much information as you can provide about the suspected malpractice and the circumstances surrounding the matter. You should also refer to the malpractice procedure in the Lantra Awards Policies Document for information about how Lantra Awards investigates such cases.

Unit List

Unit Code	Unit Title	Credit Value
	Level One Certificate in Dry Stone Walling	
L/600/1925	Prepare to Build a Dry Stone Wall	6
A/600/1922	Build and Pack Dry Stone Walls	6
F/600/1923	Using Copestones	1
	Level Two Certificate in Dry Stone Walling	
M/600/2162	Prepare to Build a Dry Stone Wall	6
K/600/2161	Build and Pack Dry Stone Walls	6
A/600/2164	Using Copestones	1
L/600/2167	Building a Cheekend to a Dry Stone Wall (Level Three Unit)	6
	Level Three Certificate in Dry Stone Walling	
	Mandatory Units	
M/600/2162	Prepare to Build a Dry Stone Wall (Level Two Unit)	6
L/600/2167	Building a Cheekend to a Dry Stone Wall	6
A/600/2407	Build a Retaining Dry Stone Wall	6
J/600/2409	Building a Curved Dry Stone Wall	5
	Optional Units	
D/600/2416	Building a Dry Stone Wall on Sloping Ground	5
R/600/2414	Building a High Dry Stone Wall	5
A/600/2410	Incorporating a Lunkie Hole into a Dry Stone Wall	5

ADMINISTRATION PROCESS

Learners registered against Qualification and selected units of Qualification



Claim form received from Lantra Awards



Application to be tested form completed



Test successfully completed



Claim forms signed by external examiner



Claim forms sent to DSWA for records



Returned to Lantra Awards



Data checked by Lantra Awards



Certificates issued by Lantra Awards

4. Quality Assurance

This Qualification is internally assessed, internally moderated and finally externally moderated by an approved Lantra Awards External Moderator.
External Moderators will visit the centre at least once per annum.
External Moderator visits and distance monitoring will be charged to the centre at current rates.
For a list of current rates access the published fees list.

Lantra Awards may visit approved centres without giving prior notice, as part of quality assurance monitoring procedures. Please tick to confirm that your organisation is aware of this.

Details of the person who will be the Internal Moderator contact within the centre for the Qualification

Name

Job Title

Address and telephone number (if different from above)

E-mail address

5. Centre Type

Please indicate which category best fits your centre type (tick one box only)

- (01) Community, voluntary aided or controlled secondary comprehensive or middle school
- (02) Community, voluntary aided or controlled secondary selective school
- (03) Community, voluntary aided or controlled secondary modern school
- (04) Foundation secondary comprehensive or middle school
- (05) Foundation secondary selective school
- (06) Foundation secondary modern school
- (07) Independent school
- (08) FE college/tertiary college
- (09) Sixth form college
- (10) Adult Education Centre
- (11) University or other HE centre
- (12) Private training provider
- (13) Local/central government/NHS
- (14) Voluntary organisation
- (15) Employer
- (16) HM prison/youth offenders institution
- (17) Armed forces
- (18) Overseas centre

(19) Other

6. Awarding body approval

Is your organisation already an approved centre for other Qualifications?

- NVQ/SVQ/VRQ
 Lantra Awards Technical Awards (i.e. are you a registered training provider)
 Other
-
.....

Have you ever had awarding body approval withdrawn from your organisation?

- No
 Yes (if so, please attach a brief account of the circumstances in which this happened)
 UKRLP Number if available:

7. Accountable person role

Please confirm that the accountable person within your centre will take responsibility for (please tick)

- Registering learners with Lantra Awards.
 Settling the invoice for fees.
 Monitoring candidates' progress towards target award(s).
 Notifying Lantra Awards of candidates who withdraw from the Qualification.
 Ensuring that tests/assessments are conducted in accordance with Lantra Awards requirements.
 Sending completed test papers, where appropriate, to Lantra Awards for marking.
 Receiving results and certificates from Lantra Awards and distributing to candidates.
 Making sure that candidates with additional requirements have the facilities they need to access the Qualification.
 Ensuring the collection of data and the monitoring of equal opportunities and that where appropriate steps are taken to address identified inequalities that may arise.
 Disseminating information received from Lantra Awards onto candidates.
 Dealing with administrative queries.
 Referring technical or complex issues to Lantra Awards where necessary.
 Retaining and storing records securely.
 Arranging access to Unique Learner Numbers (ULNs) and Learner Records.
 Seeking to maximise opportunities for the recognition of prior achievement (RPL), credit transfer and exemption.
 Where partnership arrangements exist with regards to the qualification, retaining documentation regarding the respective roles and responsibilities.

8. Units

Does your organisation intend to offer all units?

- Yes / No (If no -please identify those areas being delivered)

Please confirm that your organisation will:

- Ensure all tutors/assessors have the appropriate knowledge and experience to deliver and assess the units being delivered.
- Ensure that all tutors/assessors understand the nature of credit-based Qualifications.
- Ensure appropriate in-house training and CPD to support QCF Qualifications.
- Make assessment/internal verification and standardisation arrangements as required.
- Register all learners and track their progress against assessment criteria appropriately.
- Maintain appropriate contact with appointed External Moderator.

9. Candidates

Roughly how many candidates do you expect to register within the next 12 months?

.....

Is your organisation willing to take external candidates referred by Lantra Awards?

- Yes
- No

10. Policies

Please confirm your organisation has the policies listed below and that they will be made available to the External Moderator on request:

- Equal Opportunities Policy
- Appeals Procedure
- Complaints Procedure
- Malpractice Procedure
- Health and Safety Policy
- Children and Vulnerable Adults Policy

Declaration

I undertake to administer this Qualification in accordance with the guidance given in this Information Pack and agree to allow the awarding body and regulators access to premises, people and records and to co-operate with for monitoring activities.

Signed Position

Name (please print)Date

*Please return this form for the attention of the Qualifications Co-ordinator, Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire. CV8 2LG
Fax: 024 7641 1655 Email: lesley.colvin@lantra-awards.co.uk*

For Lantra Awards use:

Approval given			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:.....	Initials:.....
Letter sent to centre	<input type="checkbox"/>	Date:.....	Initials:.....
Database record established	<input type="checkbox"/>	Date:.....	Initials:.....
Fee received	<input type="checkbox"/>	Date:.....	Initials:.....

2001 Census Ethnic Group Classifications

Please use the following code(s) to indicate ethnicity when completing the Learner Registration Form.

England and Wales		Northern Ireland		Scotland	
01	White: British	21	White	41	White: Scottish
02	Irish	22	Chinese	42	British
03	Any other White background	23	Irish traveller	43	Irish
	Mixed:	24	Indian	44	Any other White background
04	White and Black Caribbean	25	Pakistani		Mixed:
05	White and Black African	26	Bangladeshi	45	
06	White and Asian	27	Black Caribbean		Asian, Asian Scottish or Asian British:
07	Any other Mixed background	28	Black African	46	Indian
	Asian or Asian British:	29	Black other	47	Pakistani
08	Indian	30	Mixed ethnic group	48	Bangladeshi
09	Pakistani	31	Any other ethnic group	49	Chinese
10	Bangladeshi			50	Any other Asian background
11	Any other Asian background				Black, Black Scottish or Black British:
	Black or Black British:			51	Caribbean
12	Caribbean			52	African
13	African			53	Any other Black background
14	Any other Black background				Other ethnic background
	Chinese or other ethnic Group:			54	Any other ethnic group
15	Chinese				
16	Any other ethnic group				