



**LEVEL 2 and LEVEL 3 CERTIFICATES
in
Highway Electrical Work (QCF)**

Information for Centres

- Level Two Certificate in Highway Electrical Work – Traffic Signals
(500/6253/0)**
- Level Three Certificate in Highway Electrical Work – Traffic Signals
(500/6265/9)**
- Level Two Certificate in Highway Electrical Work – Public Lighting
(500/6217/7)**
- Level Three Certificate in Highway Electrical Work – Public Lighting
(500/6254/2)**

June 2009

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Registered Office
Lantra Awards, Lantra House, Stoneleigh Park, Nr Coventry,
Warwickshire, CV8 2LG

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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 these Highway Electrical Qualifications for Traffic Signals and Public Lighting are designed to add value to our existing provision as well as enable progression routes for a range of learners across the highway electrical sector.

1 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.

1 What are the aims of these Qualifications?

These Qualifications offer learners in the Highway Electrical part of the Electrotechnical Sector a national recognised qualification route that will enable progression within the apprenticeship framework and current NVQ/SVQ provision. They provide the opportunity to achieve recognised national Qualification(s) that reflects the national standards for the type(s) of role(s) they perform. The Qualifications will be suitable for those entering work and those who have begun to establish themselves in a role within the highway electrical environment. The Qualifications underpin the currently recognised NVQ/SVQ's and contain the essential knowledge and skills required to support achievement and progression.

The Qualification(s) will ensure a consistent and coherent pathway for improved awareness of Health and Safety legislation and how individuals can contribute and work within the Health and Safety agenda.

1 Who are the Qualification(s) designed for?

The Qualification(s) aim to fill the gap in provision in this area and will encourage learners to develop their knowledge, understanding and skills to support their role(s) and, develop their careers, in varied situations. The Qualification(s) will enhance the ability of personnel to work safely, effectively and efficiently in the workplace; reducing unnecessary risks to themselves and others.

1 What are the benefits from doing the Qualifications?

Learners undertaking these Qualifications will develop their knowledge of a range of subjects within the highway electrical sector. The Qualifications contain a range of units which will enable learners to test out their own skills and develop a range of knowledge

and understanding related to their work environment. Learners 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.

1 What's in the Level 2 and Level 3 Certificates in Highway Electrical Work?

These Qualifications have been developed with the aim of progressing learners into further learning and training / development. The units available can be used to create individual learning programmes tailored to the learners' needs whilst enabling those learners to achieve a national qualification and improve their opportunities for success. Details regarding unit titles and the rules of combination are contained within Annex A.

Public Lighting:

The Level 2 Qualification comprises of four pathways that contain a range of units that focus upon the specific skills that a learner will need to prepare them for Level 2 activities within the highway electrical sector with specific reference to Public Lighting.

- For the Installation Pathway 14 credits must be achieved.
- For the Maintenance Pathway 14 credits must be achieved.
- For the Installation and Maintenance Pathway 17 credits must be achieved.
- For the Surface Protection Pathway 13 credits must be achieved.

The Level 3 Qualification comprises of a further five Mandatory units at Level 3 that are focussed upon the specific skills that a learner will need to prepare them for Level 3 activities within the highway electrical sector with specific reference to Public Lighting. 13 credits must be achieved.

Learners must complete the Level 2 Qualification before progressing onto the Level 3 Qualification.

For a full list of units please see Annex A.

Traffic Signals:

The Level 2 Qualification comprises of eight Mandatory units that are focussed upon the specific skills that a learner will need to prepare them for Level 2 activities within the highway electrical sector with specific reference to Traffic Signals. 28 credits must be achieved.

The Level 3 Qualification comprises of a further seven Mandatory units at Level 3 that are focussed upon the specific skills that a learner will need to prepare them for level three activities within the highway electrical sector with specific reference to Traffic Signals. 21 credits must be achieved.

Learners must complete the Level 2 Qualification before progressing onto the Level 3 Qualification.

For a full list of units please see Annex A.

1 Are there any entry requirements for these Qualifications?

There are no formal entry requirements. However, elements of the assessment criteria require the learner to have access to the working environment. Initial support and guidance offered by approved centres should ensure that any competency based aspects of the assessment process are achievable. Recognition of prior achievement (RPA) will be recognised.

1 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.

Public Lighting:

The Level 2 Qualification is awarded on the achievement of 13-17 credits depending upon the Pathway being followed. Achievement of the full Qualification represents 125 guided learning hours.

The Level 3 Qualification is awarded on the achievement of 13 credits which, in this instance, represent 110 guided learning hours.

Traffic Signals:

The Level 2 Qualification is awarded on the achievement of 28 credits which, in this instance, represent 266 guided learning hours.

The Level 3 Qualification is awarded on the achievement of 21 credits which, in this instance, represent 186 guided learning hours.

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 the required outcomes.

Learners may claim certification for any credit / units they achieve irrespective of whether they have completed the full Qualification.

1 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 each of these Qualifications; and be registered with the Highways Electrical Academy.

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 the specified Qualification(s).

Learners cannot be assessed for any part of the Qualification(s) 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 D.

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. All training providers and instructional staff must be registered with the Highway Electrical Academy and meet the required standards and hold current certification for approved delivery of the Training Specification, as identified by the Industry Sector.

1 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.

Organisations already approved as a Lantra Awards training provider must apply to and meet the requirements of the Highway Electrical Academy; as the key trade body for the industry.

Organisations registered via the Highways Electrical Academy will be required to register for the specific qualifications via the Highway Electrical Academy, and will fall within the scope of approval and audit requirements.

1 Quality Assurance - How is the Qualification Assessed?

In order to achieve the Qualification, learners need to demonstrate that they have met the evidence requirements for the assessment criteria of each of the individual units. Benchmark Assessments may be devised by the centre based upon the requirements of each unit.

All units require that a learner undertakes a practical assessment as well as a summative test. Examples of assessment activities are shown in Annex B. Centres can request an electronic copy of both the unit templates and the unit tracking sheets that support each unit. A portfolio of evidence may also be produced to evidence the outcomes.

Should centres wish to devise their own assessments to meet the need of individual groups or the context of individual learners; this can be done following consultation with the Qualifications team at Lantra Awards and with the support of the External Verifier / Moderator.

All learner activity is internally assessed; internally verified and externally verified by occupationally competent persons, as outlined below.

- Assessments set by Lantra Awards or by centre in consultation with Lantra Awards.
- Learners assessed internally; using agreed assessment framework.
- Learner achievement records are internally verified by an occupationally competent internal verifier at the centre.
- Learner achievement records are externally verified by an external verifier appointed by Lantra Awards.

Marking

Each benchmark / task should be assessed against the assessment criteria of the unit being undertaken and judged to be either achieved or not achieved. Where a series of tasks are set, the learners must demonstrate the achievement of the required standards identified in the assessment criteria in all tasks in order to achieve the unit credit.

All of the assessment criteria within a unit must be met before the unit is achieved. The unit is not banded or graded.

Learner performance should be appropriately recorded. Lantra Awards has developed appropriate tracking sheets for all units which are available as electronic copies. The template is included on the Qualification disc, available upon request.

Centres will be required to provide samples of assessment tasks and activity for regular standardisation events / team meetings where the qualification management and reviews are discussed.

External Ofsted or Ofqual reports should be made available where appropriate, with key action points where identified, action tasked and reviewed to identify key measures for improvement.

Quality Assurance

For internally assessed assignments that are externally moderated, External Moderators are responsible for liaising with the centre to arrange a review of the centres internal verification process and sampling of learners' work.

All learners' work must be retained by the centre until instructed to release this following moderation.

Lantra Awards provides guidance and training to Internal Moderators which includes 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 assignments, 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

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.

1 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.

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.

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

The centre should apply their own enquiries and appeals procedure in the first instance and also make available the Lantra Awards enquiries policy and appeals procedure. 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.

1 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.

1 Are these Qualifications nationally recognised?

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

1 Is there funding for the Qualification?

Approved Qualifications are eligible for funding from local Learning and Skills Councils (or equivalent bodies in Wales and Northern Ireland). The Qualification is 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.

1 Is the Qualification available throughout the UK, including Scotland?

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

1 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. Where reasonable adjustments apply, these need to be fully documented and approved by Lantra Awards.

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.

1 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.

1 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.

Annex A

Unit List

Unit Code	Unit Title	Credit Value
	Level Two Certificate in Highway Electrical Work – Traffic Signals Total Credits	28
A/502/4204	Health, Safety and Environmental Implementation for Highway Electrical Works	3
J/502/4254	Safe Working Practices within the Highway Electrical Sector	5
D/502/4261	Basic Highway Electrical Theory and Practice	2
F/502/4382	Traffic and Pedestrian Signal Awareness	2
F/502/4383	Traffic Signals Installation Techniques	5
Y/502/4386	Traffic Signal - Routine Maintenance Techniques	2
D/502/4385	Traffic Signal – Non-Routine Maintenance Techniques	8
H/502/4388	Traffic Signals – Non-Energised Inspection and Testing	1
	Level Three Certificate in Highway Electrical Work – Traffic Signals Total Credits	21
T/502/4508	Advanced Electrical Theory and Practice for the Highway Electrical Sector	3
A/502/4509	Electrical Inspection and Testing	3

M/502/4510	Management and Supervision of Highway Electrical Work	3
J/502/4562	Traffic Control Advanced Principles	3
F/502/4561	Traffic Signal Transmission Systems and Ancillary Control	3
L/502/4563	Traffic Signal Inspection and Commissioning Procedures	3
R/502/4564	Traffic Signals Specialist Techniques – Microprocessor Optimised Vehicle Actuation (MOVA)	3
	Level Two Certificate in Highway Electrical Work – Public Lighting (All Pathways) 11 credits from Core	
A/502/4204	Health, Safety and Environmental Implementation for Highway Electrical Works	3
J/502/4254	Safe Working Practices within the Highway Electrical Sector	5
D/502/4261	Basic Highway Electrical Theory and Practice	2
J/502/4271	Public Lighting Awareness	1
	Installation – Total Credits	14
D/502/4275	Public Lighting - Installation Techniques	3
	Maintenance – Total Credits	14
M/502/4362	Public Lighting - Routine Maintenance Techniques	1
T/502/4363	Public Lighting - Reactive Maintenance Techniques	2
	Installation and Maintenance – Total Credits	17
D/502/4275	Public Lighting - Installation Techniques	3
M/502/4362	Public Lighting - Routine Maintenance Techniques	1
T/502/4363	Public Lighting - Reactive Maintenance Techniques	2
	Surface Protection – Total Credits	13
A/502/4364	Public Lighting Specialist Techniques – Surface Protection	2
	Optional Unit	
F/502/4365	Public Lighting - Electrical Inspection and Test Data Collection	2
	Level Three Certificate in Highway Electrical Work – Public Lighting Total Credits	13
T/502/4508	Advanced Electrical Theory and Practice for the Highway Electrical Sector	3
A/502/4509	Electrical Inspection and Testing	3
M/502/4510	Management and Supervision of Highway Electrical Work	3
T/502/4511	Public Lighting - Advanced Routine Maintenance	2
A/502/4512	Public Lighting - Advanced Reactive Maintenance	2

Examples of Assessment Activity (1)

Unit A/502/4204 Benchmark Summative Assessment

Multiple Choice Assessment

Please do not write on the question paper.

Read the following questions carefully, all questions must be attempted. The duration of the test will be 25 minutes unless otherwise advised by the lecturer.

Self-assessment questions for COSHH

Question 1: Which of the following statements about asbestos is TRUE?

- A: Only brown and blue asbestos are a hazard to health
- B: White asbestos is safe to use
- C: Asbestos is not really a hazard to health
- D: All types of asbestos are a hazard to health

Question 2: While working, you discover material that you think could be asbestos. What should you do?

- A: Stop work immediately and report your suspicions to your supervisor
- B: Clear up any dust and fragments, put them in a bin then carry on working
- C: Dampen the material to prevent further dust being created, then carry on working
- D: Inform the site nurse

Question 3: What does the illustration mean in connection with substances hazardous to health?

- A: The substance is harmful
- B: The substance is toxic
- C: The substance is corrosive
- D: The substance is irritant



Question 4: In connection with substances hazardous to health, which TWO of the following statements are the correct meanings of this illustration?

- A: The substance is harmful
- B: The substance is toxic
- C: The substance is corrosive
- D: The substance is an irritant
- E: The substance is dangerous to the environment



Question 5: Which of the following is the symbol for TOXIC?

- | | | | |
|----|--|----|--|
| A: | | C: | |
| B: | | D: | |

Question 6: If you find an unmarked bottle containing an unknown substance, you should:

- A: smell and taste it to see what it is

- B: put it in the bin to get rid of it
- C: put it in the site store out of harm's way
- D: report it to your site supervisor

Question 7: Which of the following does NOT cause skin problems?

- A: Asbestos
- B: Bitumens
- C: Epoxy resins
- D: Solvents

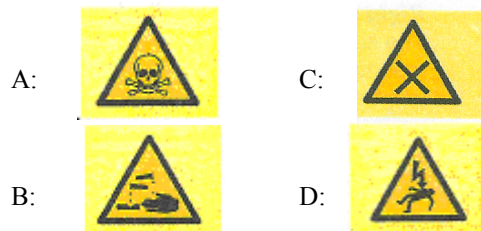
Question 8: In what TWO places would you expect to find health and safety information for a hazardous substance you are about to use?

- A: In the site diary
- B: On the purchase order
- C: On the container
- D: In the accident book
- E: On the COSHH assessment

Question 9: What is a COSHH assessment?

- A: Manufacturers' data and product information sheet
- B: Suppliers' instructions for use and storage
- C: An employer's assessment of the hazards arising from the use of a hazardous substance and any control measures necessary for its safe use
- D: States what the product contains and how to use it

Question 10: Which of the following illustrations is the symbol for HARMFUL?



Examples of Assessment Activity (2)

Unit D/502/4385 Benchmark Summative Test

Practical Assessment – Sarasota Loop Detector Pack

Name:

Clock/SAP Number:

Date:/...../.....

For full competency to be demonstrated all the **YES** boxes should be ticked.

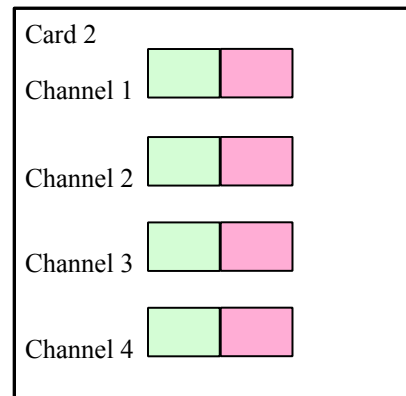
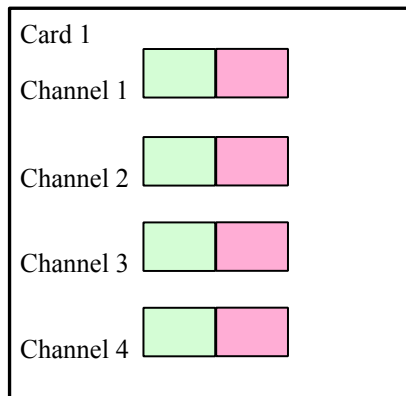
	YES	NO
<p>*Identify Hazards and Reduce Risks</p> <ul style="list-style-type: none">• Take necessary precautions before accessing cabinets.• Demonstrate familiarity with fault reports and the ability to confirm faults.• Carry out electrical/mechanical fault assessment and rectification.• Report actions and unsafe site conditions to correct personnel.		
Remarks		

Scenario:-

Set up the Sarasota detector pack to enable the following:

QC

Card 1 Channel 1 Sensitivity 0.32% Presence time 3.5 seconds
Channel 2 Sensitivity 0.04% Presence time 3.5 seconds
Channel 3 Sensitivity 0.08% Presence time 4 minutes
Channel 4 OFF



Assessor

Signature:

.....

Candidate Signature:

Annex C

ADMINISTRATION PROCESS

Learners registered against Qualification and selected units of Qualification



Claim form received from Lantra Awards



Unit/s and credit achievement recorded



Claim forms completed



Claim forms signed by assessor and samples signed by Internal Moderator



Claim forms signed by External Moderator



Returned to Lantra Awards



Data checked by Lantra Awards



Certificates issued by Lantra Awards

ANNEX D

QCF Qualifications

Application Form for Centre Approval

1. Title of Qualification
Level 2 Certificate in Highway Electrical Work – Public Lighting Level 2 Certificate in Highway Electrical Work – Traffic Signals Level 3 Certificate in Highway Electrical Work – Public Lighting Level 3 Certificate in Highway Electrical Work – Traffic Signals

2. Name and address of the organisation which will be the centre for this Qualification
Name
Address
Postcode
Telephone
Fax
E-mail
Please provide invoice address details if different to above

3. Details of the person who will be the point of accountability for the quality assurance and management for the assessment of units and qualifications
Name
Job Title
Address and telephone number (if different from above)
E-mail address

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