

Guidance for Qualification approval and Fast track approval

Qualification approval for the Award/Certificate in Work with Parents (qualification 3599-01, 02, 03, 04, 91, 92) for centres currently offering the

- ***Level 2 Award in Work with Parent (3599-01/91)***
- ***Level 3 Award/Certificate in Work with Parents (3599-02, 03, 92)***
- ***Level 4 Award in Work with Parents(3599-04)***

If you currently offer the City & Guilds Award/Certificate in Work with Parents and now wish to offer the new Framework 3599 Award/Certificate in Work with Parents then Fast Track approval for the new qualification is available to you.

To draw to your attention, the new level 3 Award and Certificate in Work with Parents consists of additional new units such as the level 3 Preparing to teach in the Lifelong Learning Sector (PTLLS). Centres need to check to ensure they have sufficiently met the expertise, Assessor, Tutor, Internal Verifier centre requirements that are outlined in the new 3599 Work with Parents qualification handbook.

Fast Track Approval is also available to those centres that offer the qualifications below providing they meet the centre resource requirements, expertise, Assessor and Internal verifier requirements of the new Framework 3599 Award/Certificate in Work with Parents identified in the handbook.

Level 2 Award in Work with Parents – 3598 01/91
Level 2 Certificate in Work with Parents – 3598 02/92
Level 3 Award in Work with Parents – 3598 03/93
Level 3 Certificate in Work with Parents – 3598 04/94
Level 3 Award in Support Work in Schools – 7377 30
Level 3 Certificate in Support Work in Schools – 7377 31
Level 3 Diploma in Support Work in Schools – 7377 32
Level 3 Certificate in Work with Children (Early Years route and Playwork route) - 3596 31/21
Level 3 NVQ in Community Development Work – 3057 03
Level 4 NVQ in Community Development Work – 3057 04
Level 3 NVQ in Youth Work – 9248 31
Level 3 NVQ in Playwork – 4834 30
Level 2 NVQ in Children's Care, Learning and Development – 3171 02
Level 3 NVQ in Children's Care, Learning and Development – 3171 03
Level 4 NVQ in Children's Care, Learning and Development – 3171 04
Level 2 Certificate in Children's Care, Learning and Development – 3177 02
Level 3 Certificate in Children's Care, Learning and Development – 3177 03
Level 2 SVQ in Children's Care, Learning and Development – 3174 02
Level 3 SVQ in Children's Care, Learning and Development – 3174 03
Level 4 SVQ in Children's Care, Learning and Development – 3174 04

Level 3 NVQ in Health and Social Care, Children and Young People – 3172 03
Level 4 NVQ in Health and Social Care, Children and Young People – 3172 04
Level 3 SVQ in Health and Social Care, Children and Young People – 3175 03
Level 4 SVQ in Health and Social Care, Children and Young People – 3175 04
Level 3 Playwork in Early Years and Child Care Workers – 6978 10
Level 3 in Early Years and Childcare for Playworkers – 3177 10
Level 2 NVQ in Playwork – 4833 02
Level 3 NVQ in Playwork – 4834 13
Level 4 NVQ in Playwork – 4834 40
Level 2 NVQ in Supporting Teaching and Learning – 7329 02/92
Level 3 NVQ in Supporting Teaching and Learning – 7329 03/93

Fast track approval

This is a streamlined approval process for existing centres and is available because of the close link in terms of content and assessment strategy between the new award(s) and your existing City & Guilds qualifications. Qualification approval is achieved simply by completing the attached fast track approval form: qualification approval will be an automatic process. Fast track approval is appropriate providing:

- f* you have been granted approval or have been actively offering the existing related qualification within the last two years
- f* there are no unresolved actions from your external verifier visits.
- f* there have been no changes to centre information previously supplied. **This means that no changes should have been made to any of the following centre details:**
 - assessors & internal verifiers
 - satellite centres
 - staff resources
 - physical resources
 - the levels of the qualification you intend to offer.

If you wish to offer award levels that you have not previously offered, you should complete a Qualification Approval Form (QAP) which can be found on the City & Guilds website: www.cityandguilds.com/childrenandyoungpeople.com for the new level(s) and submit the form to your City & Guilds regional/nation office.

However, where only minimal changes to the first 4 items above have occurred, you may still use the fast-track form, but should also complete and attach Form APU contained in the document **Providing City & Guilds Qualifications – version 5.2** In such cases, an additional verification visit **may** be necessary to confirm that the approval criteria continue to be met. **In submitting the attached fast-track form without an APU, centres are confirming that there are no changes to the above. Failure to inform City & Guilds of changes may result in approval being withdrawn.**

Full approval

If you have not been approved for any of the qualifications identified above then a Qualification Approval Form (QAP) form should be completed and an external verifier visit will be necessary, *for which a fee of £200 will be incurred.*

If you have any queries, please contact your City & Guilds regional/nation office.