



# **CACHE Centre Recognition Form and Guidance**

## The Centre Registration Form

The aims of the form are to:

- Ensure that CACHE maintains current Centre details.
- Provide CACHE and its Centres with a tool for measuring the effectiveness of the Centre's quality management systems.
- Relate this effectiveness to the integrity of the qualifications offered by the Centre.
- Provide a time scaled action plan to maintain the integrity of CACHE qualifications

During a visit the CACHE Centre Advisor will:

- Check the evidence that the Centre provides to meet the Approved Centre Criteria, identified in this document, and transfer onto CACHE Info-path.
- Explain that once transferred onto the CACHE Info-path it forms part of the Centres Self Assessment Form (SAF). The Centre holds the responsibility for up-dating it each year.
- Carry out interviews with staff and candidates when appropriate
- Identify areas where action is needed if necessary
- Write a SMART (specific, measurable, achievable, realistic and timed) action plan for implementation, if required.

The SAF is divided into 5 sections (these reflect the sections in the NVQ Code of Practice 2006)

1. Management Systems
2. Resources
3. Candidate Support
4. Assessment and Verification
5. Records

***Action Plans will be produced by the Centre Advisor and agreed with the centre, when required.  
For Centres offering Vocational Qualifications the standard of work at each level is confirmed at Standards Moderation.  
For Centres offering National Vocational Qualifications, monitoring will take place approximately twice a year and the outcomes recorded on the centre Self Assessment Form (SAF)***

### Centre Recognition

Site/Centre Name (In Full)			CACHE Site/Centre Code:		
<b>Qualification approval request</b>			<b>Centre Type</b> Indicate by X the appropriate box		
Name the Qualification/s you are seeking approval for:	Date of registration for qualification (approximately)	Expected Learner numbers (approximately)			
			01 School		08 Voluntary Org
			02 FE Tertiary College		09 Employer
			03 Sixth Form College		10 HM Prison/Youth Offenders
			04 Adult Education Centre		11 Armed Forces
			05 University or HE Centre		12 Overseas Centre
			06 Private Training Provider		13 Other (Please Specify)
			07 Local Government Central NHS		
<b>Refusal or Withdrawal by another Awarding Body</b>					
Has your Centre ever had a previous application for registration refused or withdrawn by any Awarding Body? please provide information below					
Name of Awarding Body applied to:	Qualifications:	Date of withdrawn or suspended recognition (statement can be provided)	Date of re-instatement and/or overturning of refusal.		

### Information Technology

Please state your Centre's Virtual Learning Environment and Course Management System: (e.g. Moodle; your own bespoke system or other - please specify)

### KEY INFORMATION

Please provide a brief outline of the organisational structure relating to qualification delivery and assessment. Include details of partners and satellite sites affiliated to the Centre:

#### Centre's Key Contact Details below:

<b>Name of Head of Organisation</b> (the person with overall responsibility)		Email Address	
<b>Name of CACHE Co-ordinator</b> Person applying for centre approval		Email Address	
<b>Name of Examination Officer</b> The person responsible for learner administration		Email Address	
<b>Name of Quality Assurance Nominee</b> Person responsible for Quality Assurance		Email Address	

Centre Address:	Address of site(s) where qualification is delivered (if different)
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County:	County:
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Postcode:	Postcode:
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Telephone Number:	Telephone Number:
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Fax Number:	Fax Number:
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Email Address:	Email Address:
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**Centres need to complete the e/ngage forms, for all standards, with Learner transactions. For example: Registration of Learners, external assessment entry, internal grade entry and certificate requests via the CACHE web portal – e/ngage. Extra individual forms have to be completed by Internal Verifiers and Moderators to declare their status. An individual user code will be issued to access the system.**

## Evidence Checklist

Listed below is the Centre Approval Criteria: *(taken directly from the QCA NVQ Code of Practice 2006)*  
 Evidence will be required to ensure that all CACHE Centres maintain adherence to this criteria.

NVQ Ref	Regulatory Criteria	Possible Sources of Evidence to meet criteria.  (If you need help with producing evidence please read the guidance at the end of the document)	Please confirm a declaration, by ticking the boxes, stating the centre has evidence in place to meet the regulatory recognition criteria.	CACHE USE ONLY
<b>Section 1 - Management Systems</b>				
1.0	The Centre's aims and policies in relation to CACHE qualifications are supported by senior management and understood by the assessment team.	Documented quality procedures. E.g. Internal verification and or Internal moderation procedures) A system for recording progress reports and staff updates.	1.0	
1.1	The Centre's access and fair assessment policy and practice is understood and complied with by markers, assessors and candidates.	Documented policies and procedures. Access and fair assessment policy review mechanisms.	1.1	
1.2	The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are clearly defined, allocated and understood.	Documented quality assurance procedures. An organisation chart. Documented and signed agreements indicating the lines of accountability of partner organisations in relation to the management of assessment and internal quality assurance. Records of all assessment sites and personnel.	1.2	
1.3	There is effective communication within the assessment team and with the awarding body.	Staff handbooks and updates. A system for recording minutes of team meetings. A system for recording all communication with the awarding body.	1.3	

1.4	Awarding bodies are notified of any changes that may affect the Centre's ability to meet the Centre approval requirements.	A system for Notifying changes to the assessment and verification team to CACHE.  A system for Notifying changes to resources.	1.4	
1.5	Assessors and verifiers/moderators have sufficient time, resources and authority to perform their roles and responsibilities effectively.	A record of assessor/candidate allocation. A record of Candidate/assessor ratios and time allocation. A system for making staff available for interview.	1.5	
1.6	Information supplied to the awarding body for the purposes of registration and certification is complete and accurate.	A record of candidate entry/registration details, full certificate and unit certificate claims.	1.6	
1.7	Queries about the qualification specification, assessment guidance or related awarding body material are resolved and recorded.	A system to record queries with awarding bodies. A system to records/minutes of queries with the internal verifier.	1.7	
1.8	Candidate records and details of achievements are accurate, kept up to date, securely stored in line with awarding body requirements, and available for external verification/moderation and auditing.	Candidate registration details and certification details. Candidate assessment records. Evidence of candidates achievements Security and access arrangements. Exam papers security arrangements	1.8	
1.9	Requests are complied with for access to premises, records, information, candidates and staff for the purpose of external verification/moderation.	Access to data and information management systems access to candidate tracking systems. Access to assessment of internal verification/moderation records.	1.9	
<b>Section 2 - Resources</b>				
2.0	There are sufficient competent and qualified assessors and internal verifiers/internal moderators to meet the demand for assessment and verification/moderation activity.	CVs and development plans for the assessment team. A list of qualified assessors and internal verifiers. A record of internal moderator/assessor/candidate allocation.	2.0	



More rows can be added				

**In order to uphold the integrity of the qualification, centres must ensure that Internal Moderators/Internal Verifiers do not internally moderate/internally verify work for any qualification in which there may be a conflict of interest. If clarification is needed, centres should contact CACHE in advance of any Internal Moderator/Verifier activity**

**\*REMINDER**  
**Have you completed the e/ngage forms as requested**

**Centre agreement and declaration to CACHE terms and conditions**

***CACHE reserve the right to examine all documentation detailed within this application in the course of the recognition process and during the post-recognition monitoring activity.***

I .....[***insert name of head of centre***] declare that this centre agrees to adhere to the procedures and policies of CACHE in respect of this application, and accept that if the centre defaults on the commitments made in this application it may lead to the removal of its recognition status.

I confirm that the centre understands that if this application is accepted it will form the contract between the centre and CACHE.

I agree to provide the Regulatory Authorities and CACHE with access to premises


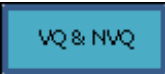
I declare that I am authorised by the above centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.

<b>Signature:</b>	<b>Date:</b>	<b>Job role:</b>	<b>Title:</b>
<b>CACHE USE ONLY</b>	<b>Name of Regional Manager agreeing Recognition of the centre:</b>	<b>Name of Centre Advisor to approve qualification:</b>	<b>Date:</b>

## GUIDANCE FOR COMPLETING THE CENTRE RECOGNITION

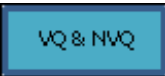

**Start by looking at your existing systems, policies and procedures that meet the requirements of your other quality regimes and ask if they clearly respond to the prompts below. If not, it may be possible for you to add statements or information to them in order to provide sufficient evidence to support the prompts.**

Ref	Criteria:	Possible evidence that the organisation may hold:	Does the possible evidence held support the following prompts:
1.0 <div style="border: 1px solid black; background-color: #e0f0ff; padding: 2px; width: fit-content; margin-top: 5px;">VQ &amp; NVQ</div>	The centre's aims and policies in relation to CACHE qualifications are supported by senior management and understood by the assessment team.	<ul style="list-style-type: none"> <li>Documented quality procedures.</li> <li>Progress reports &amp; staff updates.</li> </ul>	<ul style="list-style-type: none"> <li>Is there a central policy file?</li> <li>What policies does it contain?</li> <li>How do you [will you] make the policies available to assessment staff?</li> <li>How do you [will you] ensure that staff understand the policies?</li> <li>How do you [will you] evidence that your policies are supported by senior management?</li> <li>How are [will] the policies [be] reviewed and amended?</li> <li>How frequently?</li> </ul>
1.1 <div style="border: 1px solid black; background-color: #e0f0ff; padding: 2px; width: fit-content; margin-top: 5px;">VQ &amp; NVQ</div>	The centre's access and fair assessment policy and practice is understood and complied with by assessors and candidates.	<ul style="list-style-type: none"> <li>Documented policies and procedures.</li> <li>Access and fair assessment policy review mechanisms.</li> </ul>	<ul style="list-style-type: none"> <li>Is there a policy covering fair access &amp; assessment?</li> <li>Does it cover off a range of issues around equality, diversity and disabilities?</li> <li>Is the format of the policy suitable for its audience?</li> <li>How is it [will it be] communicated to assessment staff?</li> <li>How is it [will it be] communicated to candidates?</li> <li>How do you [will you] ensure that it is understood by both staff and candidates?</li> <li>How are [will] the policies [be] reviewed and amended?</li> <li>How frequently?</li> <li>How do you [will you] ensure that the policies are complied with by assessors and candidates?</li> </ul>

Ref	Criteria:	Possible evidence that the organisation may hold:	Does the possible evidence held support the following prompts:
1.2 	The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are clearly defined, allocated and understood.	<ul style="list-style-type: none"> <li>• Documented quality assurance procedures.</li> <li>• An organisational chart.</li> <li>• Documented and signed agreements indicating the lines of accountability of partner organisations in relation to the management of assessment and internal quality assurance.</li> <li>• Records of all assessment sites and personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Is there a current organisational chart available?</li> <li>• Are the job roles reflective of the size of your centre?</li> <li>• How are [will] the structure and roles / responsibilities [be] shared with new staff?</li> <li>• Do you have documented quality assurance procedures?</li> <li>• How are these [will these be] circulated to staff?</li> <li>• How do you [will you] ensure that these are understood and applied consistently by staff?</li> <li>• Does your centre have multiple sites where records are [will be] held?</li> <li>• Are your procedures consistent across the sites?</li> <li>• If not, what is the justification behind this?</li> <li>• How frequently do [will] members of staff from different assessment sites meet to standardise their activities?</li> <li>• Does [will] your centre work with any partner organisations for any part of the assessment and verification process?</li> <li>• Is [will] the relationship [be] clearly documented in signed current agreements?</li> <li>• How [will] are partners [be] made aware of the quality assurance systems and roles / responsibilities within your centre?</li> <li>• How do you [will you] ensure that the partner complies with its quality assurance procedures?</li> <li>• How do you [will you] ensure that you are aware of roles / responsibilities and staff changes within the partner organisation?</li> <li>• How frequently do you [will you] meet with the partner organisation?</li> </ul>
1.3 	There is effective communication within the assessment team and with the awarding body.	<ul style="list-style-type: none"> <li>• Staff handbooks and updates.</li> <li>• Organisational charts.</li> <li>• Minutes of team meetings.</li> <li>• Records of communication with the awarding body.</li> </ul>	<ul style="list-style-type: none"> <li>• Do you [will you] produce staff handbooks?</li> <li>• How do you [will you] communicate and circulate these to staff?</li> <li>• How do you [will you] induct new members of staff?</li> <li>• Are [will] team meetings [be] held?</li> <li>• How frequent are they [will they be]?</li> <li>• Do [will] minutes show effective communication within the assessment team?</li> <li>• Do [will] the minutes record staff attendance?</li> <li>• How do you [will you] ensure that members of staff who miss meetings are kept informed?</li> <li>• How do you [will you] document any communication with CACHE?</li> </ul>

Ref	Criteria:	Possible evidence that the organisation may hold:	Does the possible evidence held support the following prompts:
1.4 VQ & NVQ	Awarding bodies are notified of any changes that may affect the centre's ability to meet the centre approval requirement	<ul style="list-style-type: none"> <li>Notification of changes to the assessment and verification team.</li> <li>Notification of changes to resources.</li> </ul>	<ul style="list-style-type: none"> <li>How do you [will you] record the changes to the assessment and verification team since the last CACHE visit?</li> <li>How do you [will you] notify CACHE of changes?</li> <li>How do you [will you] record any changes to other resources?</li> </ul>
1.5 VQ & NVQ	Assessors and verifiers/moderators have sufficient time, resources and authority to perform their roles and responsibilities effectively	<ul style="list-style-type: none"> <li>A record of assessor/candidate allocation.</li> <li>Candidate/assessor ratios and time allocation.</li> <li>Oral confirmation from assessors/verifiers.</li> </ul>	<ul style="list-style-type: none"> <li>How many assessors and IVs do you have?</li> <li>How do you [will you] allocate assessors to candidates and assessors to internal verifiers?</li> <li>When do you [will you] allocate assessors to candidates and assessors to internal verifiers?</li> <li>Is [will] the ratio of assessors to candidates [be] workable for the volume and ability of your candidates?</li> <li>Is there a difference between allocations for new assessors / IVs and established assessors / IVs?</li> <li>How do you [will you] monitor and review the allocation?</li> <li>Can [will] the allocation [be] confirmed by the candidate paperwork and / or by verbal confirmation from the assessment staff?</li> </ul>
1.6 VQ & NVQ	Information supplied to the awarding body for the purposes of registration and certification is complete and accurate.	<ul style="list-style-type: none"> <li>Records of candidate entry/registration details and certificate claims.</li> </ul>	<ul style="list-style-type: none"> <li>How do you [will you] maintain a central record of registrations to CACHE?</li> <li>How do you [will you] record unit / full qualification claims?</li> <li>How do you [will you] ensure your centre records match the candidates registered against CACHE site report?</li> </ul>
1.7 VQ & NVQ	Queries about the qualification specification, assessment guidance or related awarding body material are resolved and recorded.	<ul style="list-style-type: none"> <li>Records of queries raised with awarding bodies.</li> <li>Records/minutes of queries raised with the internal verifier.</li> </ul>	<ul style="list-style-type: none"> <li>Do you [will you] have a central file or log of queries raised with CACHE?</li> <li>How do you [will you] evidence that queries have been resolved and knowledge applied?</li> <li>Do you [will you] have a central file or log of queries with the IV?</li> <li>How do you [will you] evidence that queries have been resolved and knowledge applied?</li> <li>Do you [will you] have meeting minutes to reflect this?</li> </ul>

Ref	Criteria:	Possible evidence that the organisation may hold:	Does the possible evidence held support the following prompts:
1.8 VQ & NVQ	Candidate records and details of achievements are accurate, kept up to date, securely stored in line with awarding body requirements, and available for external verification and auditing.	<ul style="list-style-type: none"> <li>• Candidate registration details.</li> <li>• Candidate assessment records.</li> <li>• Evidence files/portfolios.</li> <li>• Security and access arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• How do you [will you] ensure you have records kept centrally of each individual candidate's assessment audit trail?</li> <li>• What systems are [will be] used to store the candidate records?</li> <li>• How do you [will you] store assessment records?</li> <li>• How do you [will you] store exam papers and administer their return to CACHE?</li> <li>• How do you [will you] ensure these records are kept secure?</li> <li>• What are [will be] the access arrangements?</li> <li>• What processes [will] support these systems (e.g. invigilation procedure)?</li> </ul>
1.9 VQ & NVQ	Requests are complied with for access to premises, records, information, candidates and staff for the purpose of external verification.	<ul style="list-style-type: none"> <li>• Data and information management systems.</li> <li>• Candidate tracking systems.</li> <li>• Assessment and internal verification records</li> </ul>	<ul style="list-style-type: none"> <li>• How do you [will you] ensure access by CACHE representatives to any relevant part of the premises?</li> <li>• How do you [will you] ensure access by CACHE representatives to all records and information requested?</li> <li>• How do you [will you] ensure access by CACHE representatives to all requested candidates and staff?</li> </ul>
2.0 VQ & NVQ	There are sufficient competent and qualified assessors and internal verifiers/internal moderators to meet the demand for assessment and verification activity.	<ul style="list-style-type: none"> <li>• CVs and development plans for the assessment team.</li> <li>• A list of qualified assessors and internal verifiers.</li> <li>• Assessor/candidate ratios.</li> </ul>	<ul style="list-style-type: none"> <li>• Can you provide a full list of assessors, IVs and internal moderators and the qualifications they are working on?</li> <li>• Are these all listed on the staff section of the SAF form?</li> <li>• Can you provide CVs for all assessors and IVs?</li> <li>• Can you [will you] provide development plans for all assessors, IVs and internal moderators?</li> <li>• Are all the assessors and IVs suitably qualified for the NVQs they are working on?</li> <li>• Are all the internal moderators suitably experienced for the role they perform?</li> </ul>
2.1 VQ & NVQ	A staff development programme is established for the assessment and verification team in line with identified needs.	<ul style="list-style-type: none"> <li>• Staff induction and guidance materials.</li> <li>• Records of meetings/briefings/updates.</li> <li>• Records of individual development plans.</li> <li>• Action plans to acquire the relevant qualifications.</li> </ul>	<ul style="list-style-type: none"> <li>• How do [will] staff members new to the role or new to your centre receive an induction?</li> <li>• Do [will] the materials issued at staff induction cover all required areas which relate to CACHE qualifications?</li> <li>• How are [will] staff [be] updated on changes to CACHE qualifications and both regulatory and CACHE requirements?</li> <li>• Are [will] action plans / staff development plans [be] in place?</li> <li>• How [will] are members of staff [be] developed and monitored?</li> <li>• Do you have an appraisal system?</li> <li>• Does [will] the staff development plan include vocational as well as assessor / IV development where appropriate?</li> <li>• Does [will] the staff development programme meet regulatory and assessment strategy requirements?</li> </ul>

Ref	Criteria:	Possible evidence that the organisation may hold:	Does the possible evidence held support the following prompts:
2.2 	Resource needs are accurately identified in relation to the specific award and resources are made available.	<ul style="list-style-type: none"> <li>• Records of resource availability.</li> <li>• Evidence of any additional resources obtained.</li> </ul>	<ul style="list-style-type: none"> <li>• What resources do you have?</li> <li>• How do [will] candidates know what resources are available?</li> <li>• Will be they be updated on a regular basis?</li> </ul>
2.3 	Equipment and accommodation used for the purposes of assessment comply with the requirements of relevant health and safety acts.	<ul style="list-style-type: none"> <li>• Public employee liability certificates.</li> <li>• Records of equipment and accommodation.</li> <li>• Maintenance schedules.</li> <li>• Health and safety policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Is the public employee liability certificate on display in the locations where candidates are being assessed?</li> <li>• Is it current?</li> <li>• Do you have a health and safety policy?</li> <li>• How do you ensure that it is complied with?</li> <li>• What records do you keep of your equipment?</li> <li>• Is the equipment checked in line with current legislative requirements?</li> <li>• Do policies and procedures cover consistently all locations where assessment is taking place?</li> <li>• Do you [will you] carry out risk assessments of assessment locations (e.g. employers / placement providers) when appropriate?</li> </ul>