

Technical Qualification (TQ) provider approval criteria

To gain and maintain approval to offer our TQs you must meet the criteria detailed in the tables below. We will review the evidence in support of the Provider approval criteria on the initial approval review and throughout quality assurance monitoring.

For support and information on the approval process, please see supporting documentation including our user guide to approval review.

Management Systems

The Provider’s aims, policies and procedures in relation to TQ are supported by senior management and understood by the delivery and assessment teams, all accountabilities are clearly defined
There are procedures in place to ensure effective communication systems between all levels of staff and in all directions (including placements and staff who work remotely) and appropriate time is allocated for team meetings and standardisation activities for all staff involved in the TQ
Senior management will allocate appropriate time and resource to support TQ delivery/review
Systems are in place to monitor and evaluate the effectiveness of all TQ delivery and assessment staff and to make changes when required
<p>There are documented policies or procedures for the following:</p> <p>Appeals</p> <p>Provider Contingency and Adverse Effects (to include withdrawal of Provider approval status and protection of the students’ interest in the case of such a withdrawal)</p> <ul style="list-style-type: none"> ▪ Complaints ▪ Conflicts of Interest ▪ Equal Opportunities ▪ Data Protection ▪ Risk Assessment and Health and Safety (incl. Public Liability) ▪ Student recruitment, registration and certification ▪ Student support ▪ Malpractice and plagiarism ▪ Safeguarding ▪ Special considerations and reasonable adjustments
The Provider is aware of entry restrictions and will ensure students are recruited and

registered appropriately in accordance with TQ specifications
All work placement policies and procedures are in place which include the quality assurance of placements, initial safety check and monitoring of the student's workplace and additional placement procedures
There is a process in place to notify us of any changes in relation to the delivery or assessment of the TQ which may affect the Provider's ability to meet our approval criteria eg changes to delivery staff
The Provider will securely store accurate, up to date student details and assessment records in compliance with data protection rules
The Provider will securely retain assessment records for each student for a minimum period of three years following certification

Resources

The Providers have full access to the required resources as identified within the specification for delivery of TQ (eg IT equipment/materials/library) and is fully committed to review regularly, maintain agreements/contracts and to replace them as required, and to ensure that students have full access
There are sufficient competent and knowledgeable staff involved in the delivery of the TQ to meet the demand
Systems are in place to ensure there is ongoing and appropriate continued professional development (CPD) provision for staff involved in the delivery of the TQ
Resources for assessment in the workplace or in a realistic working environment as specified by the standards setting body/specification are robust and made available

Delivery and Assessment

There is a planned programme of delivery available for the TQ which meets our guidelines
Students' development needs will be matched against the requirements of the TQ and an agreed individual assessment plan established
Students are advised of any technical needs for the mode of study and the support they can expect to receive from the Provider

Secure live assessment and administration

Providers will comply fully with our requirements for external assessment as set out for each TQ
There is a clearly identified and specific examinations and invigilation policy that meets NCFE and JCQ requirements
Rooms used for external assessments are appropriate and meet NCFE and JCQ requirements
Procedures and facilities that meet NCFE and JCQ requirements are in place to ensure the safe storage and distribution/collection of assessment/test papers before and after assessment has taken place
There are systems and procedures in place to confirm student identification and to record student attendance during tests
Systems are in place to ensure only authorised members of staff have access to the secure online assessment platform and onscreen test environment

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Change History Record

Version	Description of change	Approval	Date of Issue
V7.0	Branding updated. Document information and Change History Record added.		January 2021