

Qualification Approval for delivery Level 6 & Interpreter qualifications



This form is to be completed by all existing IBSL and new centres applying to become approved to deliver IBSL Level 6 programmes, in particular those relating to sign language interpreter training. *Please note this is a different process from other IBSL level qualification approvals (i.e. Level 1, 2 &c)*

All fields are mandatory unless otherwise stated.

Please note any reference to hard copies of any paperwork that need to be attached to this application.

Section 1: Centre and Contact details

1.1	Centre Name		
1.2	Centre Number (if known)		
1.3	Centre Address & Postcode		
1.4	Is there a Centre Agreement in place?		
1.5	Centre Contact	Title	
		First Name	
		Surname	
1.6	Email address*		
1.7	Telephone Number*		
1.8	Website		

*Please use the most appropriate contact email address and telephone number for IBSL to use in the event of a query related to this application.

Section 2: Details of Qualifications that you seek to deliver *Please tick end column in table*

2.1	Qualification title	IBSL Level 6 Certificate in BSL Studies	
2.2	Qualification title	IBSL Level 6 Diploma In BSL/English Interpreting Studies (QCF)	
2.3	Qualification title	IBSL Level 6 Diploma In Sign Language Interpreting (QCF)	
2.4	Other IBSL Qualifications not currently delivered for which you seek approval		

Section 3: Staffing details

In this section, we require details of **all of the team** who will be involved in the assessment and/or internal quality assurance (IQA) of the qualifications. **Please fill one section per member of the team.**

Please note that **up-to-date CVs** for all teaching staff, assessment personnel and IQA staff must be made available to IBSL.

3.1	Full Name of Team Member	
	Please indicate the role(s) <i>e.g. teacher/assessor/IQA role</i>	
	Please list relevant teaching or assessor or other professional qualifications.	
	Has the team member attended IBSL Level 6 training events?	
	Details of CPD in this subject area in last 12 months	
	Current or previous positions that demonstrate occupational competence and experience in this subject area	
	Please list current relevant experience or activities that help to demonstrate occupational competence in this subject area	

3.2	Full Name of Team Member	
	Please indicate the role(s) <i>e.g. teacher/assessor/IQA role</i>	
	Please list relevant teaching or assessor or other professional qualifications.	
	Has the team member attended IBSL Level 6 training events?	
	Details of CPD in this subject area in last 12 months	
	Current or previous positions that demonstrate occupational competence and experience in this subject area	
	Please list current relevant experience or activities that help to demonstrate occupational competence in this subject area	

3.3	Full Name of Team Member	
	Please indicate the role(s) <i>e.g. teacher/assessor/IQA role</i>	
	Please list relevant teaching or assessor or other professional qualifications.	
	Has the team member attended IBSL Level 6 training events?	
	Details of CPD in this subject area in last 12 months	
	Current or previous positions that demonstrate occupational competence and experience in this subject area	
	Please list current relevant experience or activities that help to demonstrate occupational competence in this subject area	

3.4	Full Name of Team Member	
	Please indicate the role(s) <i>e.g. teacher/assessor/IQA role</i>	
	Please list relevant teaching or assessor or other professional qualifications.	
	Has the team member attended IBSL Level 6 training events?	
	Details of CPD in this subject area in last 12 months	
	Current or previous positions that demonstrate occupational competence and experience in this subject area	
	Please list current relevant experience or activities that help to demonstrate occupational competence in this subject area	

Please photocopy this page if there are more than 4 team members, making sure to identify them 3.5, 3.6 and so on.

Section 4: Existing Approvals

4.1	Please state which awarding organisation you are currently using (if not IBSL) & for which qualifications.	
4.2	Are you applying for a similar qualification to those listed in Section 2 that you already deliver through another awarding organisation?	
4.3*	Are there issues with that awarding organisation that we should be aware of (in case these affect delivery of our qualifications)	
4.4*	Have you ever had registration or certification status removed or suspended for any qualification by another awarding organisation?	
4.5*	If so (in relation to 4.3 above), please provide a brief explanation why registration and/or certification status was removed or suspended and what corrective actions were taken. <i>Please continue on a separate page if required.</i>	
4.6	Please list all IBSL qualifications that your centre already delivers (<i>i.e. Level 1, 2 or 3 etc BSL Studies</i>)	
4.7	Please attach the last IBSL External Examiner report received for any of the above qualifications. <i>(if applicable)</i>	

***Note:** Please be aware that we shall check with Ofqual and other Awarding Organisations for any previous record of centre suspension.

Section 5: Delivery and resources

5.1	Please list all the relevant resources you have to meet the requirements of the relevant assessment strategies and/or teaching syllabus (where appropriate)	
5.2	Please provide details of the physical resources you have to ensure you can meet the requirements of the relevant assessment strategies for this qualification.	
5.3	Please attach copies of schemes of work or assessment plans in relation to your proposed delivery of these qualifications.	
5.4	Please provide details of how you plan to quality assure the qualifications you propose to deliver.	

Section 6: Declaration

This form should be completed by the Head of Centre.

By submitting this form the signatory hereby confirms and agrees that:

- he/she is duly authorised to sign and return this form on behalf of the centre;
- the information provided in this application is complete and accurate;
- if this application is accepted by IBSL, it will (together with any policies, procedures and guidelines notified to the centre from time to time) form part of the Centre Agreement as required by the General Conditions of Recognition issued by Ofqual (2011 and subsequent amendments);
- that **all fees** will be paid within 6 weeks of the centre starting delivery of the qualification and registering its learners.*

Please tick this box to confirm acceptance of these conditions

6.1	Head of Centre (or other authorised person)	Title	
		First Name	
		Surname	
		Job title	
6.2	Purchase Order Number <i>(for qualification approval fee to be invoiced)</i>		
6.3	Date of completion		
6.4	Signature		

*Note: Current qualification approval fees (which must be paid upfront) are:

- **Level 6 BSL Studies (£195 for three units)**
- **Level 6 BSL/English Interpreting Studies OR Level 6 Sign Language Interpreting (£520 for 9 units)**

Learner Registration fees are payable and invoiced separately.

Please ensure that you include all attachment sheets and any other supporting documents* referred to throughout this form as required, and retain a copy of this application for your records.

**A list of supporting documents is to be found on the next page.*

Section 7: Submission Documents

Please tick if you have submitted this information with your application, or if you hold this information at your centre.

Item No.	Item description	Inc. (Tick)	Centre (Tick)	Item No.	Item description	Inc. (Tick)	Centre (Tick)
7.1	Health & Safety Policy			7.2	Equal Opportunities Policy & Monitoring		
7.3	Appeals Procedure			7.4	Access to Assessment Policy		
7.5	Public Liability Notice			7.6	RWE Criteria		
Staffing							
7.7	Organisational Chart			7.8	Role Profiles of each staff member		
7.9	Records of Team Meetings			7.10	Communication Strategy		
7.11	Training Needs Analysis & Development Plans for each staff member			7.12	Copies of Certificates for each assessor and staff member (including proof of occupational competence)		
7.13	CPD Activity Records			7.14	Standardisation activities & records		
Assessment & Quality Assurance							
7.15	Documents for assessment including plans, coursework file, observation records, feedback records.			7.16	Learner Initial Assessment procedures		
7.17	Learner Tracking System			7.18	Schemes of Work and/or Delivery Programme		
7.19	Quality Assurance Strategy			7.20	IQA Tracking & Sampling Plan		
7.21	Minutes of Team Meetings (Quality Assurance)			7.22	RPL/Exemptions Procedure		

Section 8: Strategy for Payment of Fees

Upon Registration as IBSL Level 6 Centre: Payment of first Annual Qualification Approval fee upfront before commencement of courses, then annual approval fee thereafter.

Registration of Learners: Centre will be invoiced for every Learner registered for the Level 6 qualifications when Learner Registration Forms (LRFs) have been received by IBSL, for the total number of units to be taken. This registration is valid for 24 months, after which (if the Learner still has not completed) unit fees will be charged for those units still to be completed.

External Examiner Fees: The EE will usually only come once, at the end of the course, to sign off the Learner coursework files. An EE Visit fee (currently £320) will be invoiced for this visit. Any other visit at the request of the Centre will also incur an EE Visit charge.

Transfer of Learners from other awarding organisations where the qualification is part-completed: £24 per learner plus the cost of units still needing completion. The Centre must complete a RPL document stating what evidence has been seen and which in their opinion counts as RPL for the qualification.

L6QAF August 2015