

## Additional units/qualifications approval procedure

Application forms for the approval of additional units and qualifications can be:

- accessed via the [YMCA Awards website](#) or
- requested from the Quality Assurance team ([awards.approvals@ymca.co.uk](mailto:awards.approvals@ymca.co.uk))

The centre contact must complete the Additional Qualification Approval Application and send this to the Quality Assurance team with:

- CV copies for all Tutors, Assessors and IQAs (Internal Quality Assurers)
- Certificate copies for all Tutors, Assessors and IQAs
- Course Outline (if blended learning is being applied for)

If the above information is not supplied at the point of application, or the application is incomplete, YMCA Awards will contact the centre and request further information, or the application may be declined and must be re-submitted in full. In these instances, applications will then remain open for eight weeks from the point of submission. After eight weeks the application will expire and must then be re-submitted in full to resume the approval application process.

Centres wishing to apply to deliver additional qualifications must have an external quality assurance risk-rating of low or medium.

Completed applications will be reviewed by the YMCA Awards Quality Assurance team and a response will be given within five working days with the outcome. The outcome of the application may be one of the following:

Approved:

- Centre can commence delivery of additional units/qualifications

Approval declined:

- Centre will not be approved for the additional unit/qualification if it has:
  - insufficient human resources/experience
  - been allocated a high risk rating following an external quality assurance visit
  - had approved centre status suspended or withdrawn
  - not met YMCA Awards criteria

*Continued below*

## **NVQ Applications**

In addition to the above, centres applying to deliver NVQs must complete an NVQ-specific Approval Application and provide details of work-based assessment opportunities. Additionally, centres must also provide evidence of how assessment will be managed and implemented in the workplace. YMCA Awards may also need to carry out a visit to the centre to review their application to offer NVQs, to ensure that the centre has systems in place that align with the NVQ Code of Practice.

YMCA Awards criteria for the appointment of tutors, assessors and IQAs is shown on the [YMCA Awards website](#).