**Application for fast track qualification approval**

**Form FTAP 2**

Edition 2.3

Fast track approval is a streamlined approval process for existing centres. Typically, it is used when

* a qualification is replaced or updated
* approval for an N/SVQ would automatically entitle the centre to offer the corresponding VRQ.

The qualification(s) listed below indicate those you may currently offer that would now entitle you to fast track approval for the new qualification(s). For example, offering the 6219/01 Entry Level Award in Construction Skills would entitle you to request fast track approval for the 55546/60 Entry Level Certificate for Skills for Working in the Construction Industry as per below.

If you are unsure of your centre’s status regarding your eligibility for fast track approval, please contact your Quality Team in the Territory Office. Once completed, please send this form to your Quality Team.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Centre name** |       | **Centre number** |   |   |   |   |   |   |  |   |  |
| **Address** |       | **Postcode** |       |
| **Quality Team** |  |
| **Name of contact** |       | **E-mail address** |       | **Telephone number** |       |

Please tick the boxes of the qualifications below you **currently offer** which will entitle you to apply for **fast track approval** for the corresponding new qualification(s) requested.

|  |
| --- |
| **Current qualification(s) offered:** |
| **Qualification number** | **Level** | **Title** | **Tick** |
| 6 | 2 | 1 | 9 | / | 01-08 | E3/L1 | Construction Skills | [ ]  |
| 6 | 2 | 1 | 7 | / | 01-08 | L1 | Basic Construction Skills | [ ]  |

|  |  |
| --- | --- |
| **New qualification(s) requested:** |  |
| **Qualification number** | **Level** | **Title** | **Tick** |
| 5 | 5 | 4 | 6 | / | 6 | 0 | E3 | Entry Level Certificate for Skills for Working in the Construction Industry (Entry 3) (QCF) | [ ]  |
| 5 | 5 | 4 | 6 | / | 6 | 0 | L1 | Level 1 Certificate for Skills for Working in the Construction Industry (QCF) |

I confirm that this centre has previously offered the qualifications as detailed above. Where changes have taken place, a completed Centre Update form, plus CVs of Assessors/Internal Quality Assurers where appropriate, will be forwarded with this form.

I also confirm that all necessary resources for offering the new qualifications are currently in place.

I understand that, in order to process this application, City & Guilds may require further information possibly involving an external quality assurance activity, which may incur a fee.

|  |  |
| --- | --- |
| **Signature** |       |
| **Name** |       |
| **Date** |       (dd/mm/yyyy) |

Please email this form to your City & Guilds Quality Team. If you are unsure of the appropriate address, please refer to our website ([**www.cityandguilds.com**](http://www.cityandguilds.com)) or telephone Customer Services on 0844 543 0000.