**Application for fast track qualification approval**

**Form FTAP 1**

Edition 2

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) overleaf.

If you are unsure of your centre’s status regarding your eligibility for fast track approval, please contact your local regional/national office. Once completed, please send this form to your regional/national office.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Centre name** |       | **Centre number** |   |   |   |   |   |   |  |   |
| **Address** |       |
| **Postcode** |       |
| **Region/nation** |  |
| **Name of contact** |       |
| **E-mail address** |       | **Telephone number** |       |

Please tick the boxes of the qualifications below you **currently offer**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification number** | **Level** | **Title** | **Tick** |
| 3 | 9 | 0 | 2 | / | 0 | 1 | Entry 3 | Entry Level 3 Award/Certificate/Diploma in Vehicle Systems Maintenance | [ ]  |
| 3 | 9 | 0 | 2 | / | 0 | 2 | Entry 3 | Entry Level 3 Certificate/Diploma in Vehicle Body & Paint Maintenance | [ ]  |
| 3 | 9 | 0 | 2 | / | 0 | 3 | Entry 3 | Entry Level 3 Diploma in General Vehicle Maintenance | [ ]  |
| 3 | 9 | 0 | 2 | / | 1 | 1 | 1 | Level 1 Award/Certificate/Diploma in Vehicle Systems Maintenance | [ ]  |
| 4 | 2 | 9 | 1 | / | 1 | 1 | 1 | Level 1 Diploma in Accident Repair Body | [ ]  |
| 4 | 2 | 9 | 1 | / | 2 | 1 | 1 | Level 1 Accident Repair Paint | [ ]  |
| 4 | 2 | 7 | 0 | / | 1 | 2 | 2 | Level 2 Diploma in Light Vehicle Maintenance and Repair Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 1 | 3 | 3 | Level 3 Diploma in Light Vehicle Maintenance and Repair Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 2 | 2 | 2 | Level 2 Diploma in Heavy Vehicle Maintenance and Repair Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 2 | 3 | 3 | Level 3 Diploma in Heavy Vehicle Maintenance and Repair Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 3 | 2 | 2 | Level 2 Diploma in Motorcycle Maintenance and Repair Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 3 | 3 | 3 | Level 3 Diploma in Motorcycle Maintenance and Repair Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 5 | 1 | 1 | Level 1 Diploma in Tyre Fitting Competence | [ ]  |
| 4 | 2 | 7 | 0 | / | 5 | 2 | 2 | Level 2 Vehicle Fitting Competence qualifications | [ ]  |
| 4 | 2 | 7 | 0 | / | 5 | 3 | 3 | Level 3 Diploma in Vehicle Fitting Supervisory Competency | [ ]  |
| 4 | 2 | 9 | 0 | / | 1 | 1 | 1 | Level 1 Certificate/Diploma in Vehicle Maintenance | [ ]  |
| 4 | 2 | 9 | 0 | / | 1 | 2 | 2 | Level 2 Diploma in Light Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 1 | 3 | 3 | Level 3 Diploma in Light Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 1 | 7 | 2 | Level 2 Certificate in Light Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 2 | 2 | 2 | Level 2 Diploma in Heavy Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 2 | 3 | 3 | Level 3 Diploma in Heavy Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 3 | 2 | 2 | Level 2 Diploma in Motorcycle Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 3 | 3 | 3 | Level 3 Diploma in Motorcycle Vehicle Maintenance and Repair Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 5 | 1 | 1 | Level 1 Certificate in Tyre Fitting Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 5 | 2 | 2 | Level 2 in Vehicle Fitting Principles Qualifications | [ ]  |
| 4 | 2 | 9 | 0 | / | 5 | 3 | 3 | Level 3 Diploma in Vehicle Fitting Supervisory Principles | [ ]  |
| 4 | 2 | 7 | 1 | / | 3 | 2 | 2 | Level 2 Diploma in Accident Repair MET Competence | [ ]  |
| 4 | 2 | 7 | 1 | / | 3 | 3 | 3 | Level 3 Diploma in Accident Repair MET Competence | [ ]  |
| 4 | 2 | 9 | 1 | / | 3 | 2 | 2 | Level 2 Diploma in Accident Repair MET Principles | [ ]  |
| 4 | 2 | 9 | 1 | / | 3 | 3 | 3 | Level 3 Diploma in Accident Repair MET Principles | [ ]  |

Please tick the boxes of the qualifications below you would like to request **fast track approval** for

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification number** | **Level** | **Title** | **Tick** |
| 4 | 2 | 9 | 0 | / | 4 | 1 | 1 | Level 1 in Vehicle Valeting Principles | [ ]  |
| 4 | 2 | 9 | 0 | / | 4 | 2 | 2 | Level 2 in Vehicle Valeting Principles | [ ]  |

I confirm that this centre has previously offered the qualifications as detailed above. Where changes have taken place, a completed APU form, plus CVs of assessors/verifiers 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 EV visit, which may incur a fee.

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

Please send this form to your regional/national office. If you are unsure of the appropriate address, please refer to our website ([**www.cityandguilds.com**](http://www.cityandguilds.com)) or telephone our Customer Contact Centre on 020 7294 2800.