



The National Validation Process

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Introduction

The Quality in Careers Consortium owns and oversees the Quality in Careers Standard which provides national validation for England's range of Quality Awards for careers education, information, advice and guidance (CEIAG).

The Standard is governed by the Quality in Careers Consortium Board.

The national validation process has four stages:

1. Commitment
2. Self-assessment
3. Application
4. Validation

1. Commitment

CEIAG Quality Award providers inform The Quality in Careers Consortium Board (via the QiCS Director) of their commitment to achieve The Quality in Careers Standard (QiCS).

The Consortium Board then authorises providers to advise their Award holders that they may refer to the national validation for the life span of their existing Award. Award providers and those holding their Award must use the words '*working towards the national validation for CEIAG Quality Awards – The Quality in Careers Standard*'.

New providers of CEIAG Quality Awards are authorised to use this wording for a period of two years.

2. Self-assessment

In order to achieve the QiCS, a CEIAG Quality Award must meet the general requirements and all 16 national validation criteria. Quality Award providers assess their Award against these criteria and act on any areas for development.

Providers can download a booklet from the dedicated QiCS section on the Careers England website
<http://www.careersengland.org.uk/quality.php?page=QiCSmaterials>

to help them with the self-assessment process.

3. Application

Quality Award providers apply for validation when they think they are ready. Providers offering Quality Awards that include but extend beyond CEIAG may

apply for the QiCS on the understanding that the validation process and the Standard only cover CEIAG and will state this explicitly.

Application fee

Applying for the Standard incurs a fee. This is currently £1,500.

Application form

CEIAG Quality Award providers download the application form and guidance notes from the dedicated QiCS section on the Careers England website

<http://www.careersengland.org.uk/quality.php?page=QiCSmaterials>

They complete the application form, giving brief background details about their Award and detailed evidence showing how it meets each of the 16 national validation criteria.

They submit their completed application electronically, ensuring that:

- the content of the application form does not exceed 10,000 words
- there are no more than 5 attachments
- together the form and attachments do not exceed 10mb.

Evidence

As part of the application process, CEIAG Quality Award providers must furnish sufficient current evidence to demonstrate that their Award meets all 16 national validation criteria.

Providers decide what evidence to submit, drawing on the outcomes of their self-assessment and development activities - they do not submit their self-assessment reports. Evidence is likely to include:

- links to significant web-based resources such as operational, information and marketing materials
- case studies of learning providers' accreditation journeys and the outcomes for young people and other stakeholders
- the outcomes of internal and external surveys, reviews and evaluation activities, including internal quality assurance and inspections
- testimonials and feedback from stakeholders and others on a range of issues and activities.

4. National Validation

On receipt of a Quality Award provider's application and fee, the Consortium Board appoints a national validation panel and a validation panel adviser.

National Validation Panel

Membership

Each national validation panel comprises three Consortium Board members. All panels include:

- a representative drawn from the CEIAG sector
- a member of a professional association representing learning providers
- the QiCS Director – to ensure that the process is consistent.

Venues and timings

National validation panel venues and timings are agreed in advance. Panels usually last for around three and a half hours and include:

- a preliminary private meeting of the panel with the validation panel adviser (circa 30 minutes)
- a meeting with Quality Award provider representatives (circa 2 hours including the 10 minute presentation)
- a private meeting of the panel with the validation panel adviser (circa 30 minutes)
- feedback and decision to Quality Award provider representatives (circa 30 minutes).

Quality Award provider representatives

Quality Award providers are represented at the validation panel by:

- at least one and a maximum of two members of their organisation
- two accredited Award holders.

Quality Award provider representatives will have the opportunity to give a ten minute presentation at the start of the meeting outlining how their Award meets the national validation criteria.

National validation panel report

Quality Award providers receive their validation panel report within fourteen days of the meeting. Reports are confidential to providers. Should they wish to share them in full or in part, they may do so providing that they:

- cite the report correctly
- inform the QiCS Director

- provide the QiCS Director with a copy of the text used.

Successful applicants

Successful applicants receive national validation for their Award. This comprises formal certification from the Consortium Board and authorisation for the Quality Award provider and its accredited Award holders to use the QiCS logo on their materials for a period of three years.

Providers will receive a reminder to reapply for the Standard in the three months prior to its expiry.

Unsuccessful applicants

Unsuccessful applicants may reapply for national validation no less than three but no more than six months after receiving the report. Reapplication incurs a further fee, which is currently £750.

Unsuccessful applicants also have fourteen days after receiving their validation panel report to appeal against the panel's decision. This does not incur a fee.

On receipt of an appeal, the Consortium Board convenes an Appeals Panel. This is led by the Chair of the Consortium Board and its membership differs from that of the validation panel. The decision of the Appeals Panel is final.

The Consortium Board accepts no liability for any commercial or other issues arising from a provider's failure to achieve the Standard.

National validation panel advisers

The Consortium Board has established a small team of expert advisers to provide impartial, professional advice to the validation panels.

The advisers have no connection with, and do not provide consultancy support to, any Quality Award provider. They:

- undertake an impartial scrutiny of a Quality Award provider's application and advise the Consortium Board whether to defer or to proceed with a validation panel
- produce a preparatory brief for the validation panel
- attend the validation panel
- write the validation panel report.

A recommendation to proceed with a validation panel indicates that an application merits further scrutiny. A recommendation to defer a validation panel indicates that an Award fails to meet one or more of the national validation criteria.

Should an adviser recommend deferring the validation panel, Quality Award providers will receive a written report that explains why and that includes action points for providers to consider.

Quality Award Provider Materials

The national validation process – route map for Quality Award providers

<p>Make a commitment</p>	<ul style="list-style-type: none"> • Contact the Quality in Careers Consortium Board via the QiCS Director and make a formal commitment to achieving the QiCS.
<p>Undertake self-assessment and development</p>	<ul style="list-style-type: none"> • Use the forms and report template provided to self-assess against the 16 national validation criteria (see the dedicated QiCS section on the Careers England website at http://www.careersengland.org.uk/quality.php?page=QiCSmaterials) • Act on any areas for development to ensure that your CEIAG Award meets the 16 national validation criteria.
<p>Prepare application</p>	<p>Complete the application form</p> <ul style="list-style-type: none"> • Read the guidance notes. • Provide an appropriate response to each section of the application form. Bear in mind that this part of the submission must not exceed 10,000 words (excluding the cover sheet and evidence log). <p>Prepare and signpost evidence</p> <ul style="list-style-type: none"> • Identify your evidence and select/compile a maximum of five attachments - bear in mind that together the application form and attachments must not exceed 10mb. • Fill in the evidence log - this specifies the national validation criteria to which a piece of evidence applies, its location (attachment and page/paragraph number) and the nature of the evidence. • Provide clear directions to the evidence by inserting relevant numbers from the log at appropriate points in the application form/attachments. • Insert hyperlinks to significant web-based evidence such as operational, information and marketing materials. Be selective – the bulk of your evidence should be contained within your attachments. <p>Check the application form</p> <ul style="list-style-type: none"> • Have all sections been completed? • Is the word count 10,000 words or less (excluding the cover sheet and evidence log)? <p>Check the evidence</p> <ul style="list-style-type: none"> • Is all your evidence logged and referenced in the appropriate places? <p>Check the combined size of the completed application form and attachments</p> <ul style="list-style-type: none"> • Is it 10mb or below?
<p>Make application</p>	<ul style="list-style-type: none"> • Submit application (electronically) and pay fee.
<p>Prepare for validation panel</p>	<ul style="list-style-type: none"> • Agree who will attend the validation panel – you must have at least one and a maximum of two representatives from your organisation and at least one and a maximum of two accredited Award holders who can provide evidence about the consistency of the Award’s processes/methodology and the impact/outcomes for young people and other stakeholders. • Optional - prepare a ten minute presentation outlining how your CEIAG Award meets the national validation criteria.
<p>Attend validation panel</p>	<ul style="list-style-type: none"> • Go to panel. • Receive immediate decision and feedback.
<p>Receive validation report</p>	<ul style="list-style-type: none"> • Read the report and take any associated action.

Application for 'The Quality in Careers Standard'

Commercial in confidence

CEIAG Quality Award Provider	
Contact details	
Word count in application form <i>(10,000 words maximum excluding cover sheet and evidence log)</i>	
Attachments <i>(5 maximum)</i>	1 2 3 4 5
Date submitted	

Office use only

Date received	
Fee paid	First application Revalidation
Validation Panel Adviser	
Validation Panel Members	

Background

How the CEIAG Award meets the national validation criteria

1. Criteria, content and coverage of the CEIAG Award

The two general requirements:

[i] Delivering the core principles and themes of equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning

[ii] The promotion by learning providers (i.e. schools, colleges and work-based learning providers) of CEIAG within the curriculum

1.1 Providing effective leadership, management and delivery of CEIAG

1.2 Ensuring appropriate initial staff training and continuous professional development (CPD) to secure the competency required of all staff involved in planning and implementing CEIAG provision

1.3 Providing a careers education and work-related learning curriculum, careers information and careers advice and guidance

1.4 Securing independent and impartial careers advice and guidance for young people

1.5 Working with employers and other external partners and agencies to enhance and extend CEIAG provision

1.6 Involving and supporting families and carers

1.7 Monitoring, reviewing, evaluating and developing provision

1.8 Measuring the impact of provision (including evidence of learning outcomes and progression)

2. Assessment processes for the CEIAG Award

2.1 Effective evidence gathering system(s)

2.2 Sufficient and valid evidence and self-assessment by a learning provider against the established criteria for the CEIAG Award

2.3 Explicit assessment criteria

2.4 Written assessment report

2.5 Appeals and complaints procedure

3. Management of the CEIAG Award

3.1 Consultation and validation of the CEIAG Award

3.2 Assessor selection, training, development, moderation and support

3.3 Levels of support offered by the provider of the CEIAG Award to learning providers seeking to secure the Award

Evidence Log

Item number	National Validation Criteria	Attachment	Page/paragraph number	Description
1				
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Guidance notes on completing the application form

The application form uses tables with 'view gridlines' enabled so that text margins are aligned throughout. You can insert additional rows as necessary.

Cover	<ul style="list-style-type: none"> • Provide the information requested. • Do not include the cover sheet or evidence log in your word count. • Insert the file name of each of your attachments.
Background	<ul style="list-style-type: none"> • Give brief details about your organisation and how it operates, your CEIAG Award and any development plans you have in place. • Give the number/type of learning providers who are accredited Award holders and the number/type working towards the Award. • Briefly explain how you gathered your evidence and the timescales, organisations and people involved.
How the CEIAG Award meets the national validation criteria	<ul style="list-style-type: none"> • Summarise the evidence that you think best demonstrates how your Award meets the 16 national validation criteria and the general requirements that underpin the first group of these criteria. • Signpost your evidence so that it is easy for the validation panel adviser and validation panel members to find. Insert hyperlinks to web-based evidence. Insert the item numbers from your evidence log to signpost evidence contained in the attachments that accompany your application form.
Evidence log	<ul style="list-style-type: none"> • Use the log to record the items of evidence contained in your attachments that are referenced in your application form. Before submitting your application, check that the log numbers match the reference numbers that you have used in your application form and attachments – and that each is referenced against one or more of the national validation criteria.

Reapplying for national validation – route map for Quality Award providers

<p>Decide to reapply and respond to the validation panel report</p>	<ul style="list-style-type: none"> • Agree action and timelines – you can reapply for national validation no less than three and no more than six months after receiving your validation panel report. • Undertake development work. • Gather evidence.
<p>Prepare reapplication</p>	<p>Complete the reapplication form</p> <ul style="list-style-type: none"> • Read the guidance notes. • Provide an appropriate response to each section of the application form. Bear in mind that this part of the submission must not exceed 10,000 words (excluding the cover sheet and evidence log). <p>Prepare and signpost evidence</p> <ul style="list-style-type: none"> • Identify your evidence and select/compile a maximum of five attachments - bear in mind that together the application form and attachments must not exceed 10mb. • Fill in the evidence log - this specifies the national validation criteria to which a piece of evidence applies, its location (attachment and page/paragraph number) and the nature of the evidence. • Provide clear directions to the evidence by inserting relevant numbers from the log at appropriate points in the application form/attachments. • Insert hyperlinks to significant web-based evidence such as operational, information and marketing materials. Be selective – the bulk of your evidence should be contained within your attachments. <p>Check the application form</p> <ul style="list-style-type: none"> • Have all sections been completed? • Is the word count 10,000 words or less (excluding the cover sheet and evidence log)? <p>Check the evidence</p> <ul style="list-style-type: none"> • Is all your evidence logged and referenced in the appropriate places? <p>Check the combined size of the completed application form and attachments</p> <ul style="list-style-type: none"> • Is it 10mb or below?
<p>Submit reapplication</p>	<ul style="list-style-type: none"> • Submit reapplication (electronically) and pay fee.
<p>Prepare for validation panel</p>	<ul style="list-style-type: none"> • Agree who will attend the validation panel – you must have at least one and a maximum of two representatives from your organisation and at least one and a maximum of two accredited Award holders who can provide evidence about the consistency of the Award's processes/methodology and the impact/outcomes for young people. • Optional - prepare a ten minute presentation outlining how your CEIAG Award meets the national validation criteria.
<p>Attend validation panel</p>	<ul style="list-style-type: none"> • Go to panel. • Receive immediate decision and feedback.
<p>Receive validation report</p>	<ul style="list-style-type: none"> • Read the report and take any associated action.

Reapplication for 'The Quality in Careers Standard'

Commercial in confidence

CEIAG Quality Award Provider	
Contact details	
Word count in application form <i>(10,000 words maximum excluding cover sheet and evidence list)</i>	
Attachments	1
<i>(5 maximum)</i>	2
	3
	4
	5
Date submitted	

Office use only

Date received	
Fee paid	
Validation Panel Adviser	
Validation Panel Members	

Background

How the CEIAG Award meets the national validation criteria

1. Criteria, content and coverage of the CEIAG Award

Delivering the core principles and themes of equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning

The promotion by learning providers (i.e. schools, colleges and work-based learning providers) of CEIAG within the curriculum

1.1 Providing effective leadership, management and delivery of CEIAG

1.2 Ensuring appropriate initial staff training and continuous professional development (CPD) to secure the competency required of all staff involved in planning and implementing CEIAG provision

1.3 Providing a careers education and work-related learning curriculum, careers information and careers advice and guidance

1.4 Securing independent and impartial careers advice and guidance for young people

1.5 Working with employers and other external partners and agencies to enhance and extend CEIAG provision

1.6 Involving and supporting families and carers

1.7 Monitoring, reviewing, evaluating and developing provision

1.8 Measuring the impact of provision (including evidence of learning outcomes and progression)

2. Assessment processes for the CEIAG Award

2.1 Effective evidence gathering system(s)

2.2 Sufficient and valid evidence and self-assessment by a learning provider against the established criteria for the CEIAG Award

2.3 Explicit assessment criteria

2.4 Written assessment report

2.5 Appeals and complaints procedure

3. Management of the CEIAG Award

3.1 Consultation and validation of the CEIAG Award

3.2 Assessor selection, training, development, moderation and support

3.3 Levels of support offered by the provider of the CEIAG Award to learning providers seeking to secure the Award

Evidence Log

Item number	National Validation Criteria	Attachment	Page/paragraph number	Description
1				
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Guidance notes on completing the reapplication form

The reapplication form uses tables with 'view gridlines' enabled so that text margins are aligned throughout. You can insert additional rows as necessary.

Cover	<ul style="list-style-type: none"> • Provide the information requested. • Do not include the cover sheet or evidence log in your word count. • Insert the file name of each of your attachments.
Background	<ul style="list-style-type: none"> • Provide the same information that you submitted previously, updating it as necessary.
How the CEIAG Award meets the national validation criteria	<ul style="list-style-type: none"> • For the national validation criteria that the validation panel determined you met, review your evidence and update it as necessary. • For the national validation criteria that the validation panel determined that you did not meet, summarise the evidence that you think best demonstrates how your Award now meets them. • Signpost your evidence so that it is easy for the validation panel adviser and validation panel members to find. Insert hyperlinks to web-based evidence. Insert the item numbers from your evidence log to signpost evidence contained in the attachments that accompany your application form.
Evidence log	<ul style="list-style-type: none"> • Use the log to record the items of evidence contained in your attachments that are referenced in your application form. Before submitting your application, check that the log numbers match the reference numbers that you have used in your application form and attachments – and that each is referenced against one or more of the national validation criteria.

Validation Panel Materials

Validation panel - quality assurance form

To be completed by each member of the validation panel and handed to the validation panel adviser at the end of the validation panel meeting.

CEIAG Quality Award Provider			Validation Panel Member:		
			Validation Panel Date:		
			First application	Reapplication	Revalidation
Does the CEIAG Award meet the national validation criteria?					
1. Criteria, content and coverage of the CEIAG Award					
Core principles and themes	Met	Not met	Promotion by learning providers of CEIAG in the curriculum	Met	Not met
1.1	Met	Not met	1.2 (includes taking account of the professional standards and qualifications determined by the Careers Professional Alliance and/or other professional bodies)	Met	Not met
1.3	Met	Not met	1.4	Met	Not met
1.5	Met	Not met	1.6	Met	Not met
1.7	Met	Not met	1.8	Met	Not met
<i>Comments</i>					

2. Assessment processes for the CEIAG Award					
2.1	Met	Not met	2.2	Met	Not met
2.3	Met	Not met	2.4	Met	Not met
2.5	Met	Not met	<i>Comments</i>		
3. Management of the CEIAG Award					
3.1	Met	Not met	3.2	Met	Not met
3.3	Met	Not met	<i>Comments</i>		

Areas of good practice

Suggestions for improvement

Any issues or concerns

Recommendation

Signed

Date

Validation Panel Adviser Materials

The national validation process – route map for validation panel advisers

Agree to undertake task	<ul style="list-style-type: none"> • Receive and accept/decline invitation to act as a validation panel adviser on this occasion.
Check application	<ul style="list-style-type: none"> • Receive application and check that: <ul style="list-style-type: none"> ○ the content of the form does not exceed 10,000 words (excluding cover sheet and evidence log) ○ there is a maximum of 5 attachments ○ the combination of the form and attachments does not exceed 10mb. • Discuss any issues/queries with the QiCS Director
Undertake impartial scrutiny of the application	<ul style="list-style-type: none"> • Review the application and decide whether to recommend deferring/proceeding with the validation panel. A deferral indicates that an application does not meet one or more of the national validation criteria. A recommendation to proceed indicates that an application merits further scrutiny. • Discuss and agree the decision with the QiCS Director.
Produce initial report	<ul style="list-style-type: none"> • If recommending deferral of the validation panel, use the preparatory briefing template to produce a short report explaining the reasons for the decision with action points for the Quality Award provider to consider. • If recommending proceeding with the validation panel, produce a preparatory briefing for the validation panel using the template provided. • Send the report/briefing to the QiCS Director.
Attend validation panel	<ul style="list-style-type: none"> • Brief panel members, make notes, answer questions and advise on issues as appropriate. • Complete the validation panel summary checklist. • Collect completed quality assurance forms from panel members at the end of the session.
Produce validation report	<ul style="list-style-type: none"> • Produce validation report using the template provided. • Send report to the QiCS Director.
<p><i>Notes</i></p> <p>The agreed timings (for which validation panel advisers will receive an agreed fee at daily rates set from time to time by the Consortium Board) are:</p> <ul style="list-style-type: none"> • preparation for the validation panel/writing a deferral report – half a day • attendance at the validation panel – a day • writing the validation report – half a day 	

Validation Panel - Preparatory briefing

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CEIAG Quality Award Provider	Validation Panel Adviser:		
	Validation Panel Date:		
	First application	Reapplication	Revalidation

Summary

Background

Evidence that the CEIAG Award meets the national validation criteria

1. Criteria, content and coverage of the CEIAG Award

Delivering the core principles and themes of equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning

The promotion by learning providers (i.e. schools, colleges and work-based learning providers) of CEIAG within the curriculum

1.1 Providing effective leadership, management and delivery of CEIAG

1.2 Ensuring appropriate initial staff training and continuous professional development (CPD) to secure the competency required of all staff involved in planning and implementing CEIAG provision

1.3 Providing a careers education and work-related learning curriculum, careers information and careers advice and guidance

1.4 Securing independent and impartial careers advice and guidance for young people

1.5 Working with employers and other external partners and agencies to enhance and extend CEIAG provision

1.6 Involving and supporting families and carers

1.7 Monitoring, reviewing, evaluating and developing provision

1.8 Measuring the impact of provision (including evidence of learning outcomes and progression)

2. Assessment processes for the CEIAG Award

2.1 Effective evidence gathering system(s)

2.2 Sufficient and valid evidence and self-assessment by a learning provider against the established criteria for the CEIAG Award

2.3 Explicit assessment criteria

2.4 Written assessment report

2.5 Appeals and complaints procedure

3. Management of the CEIAG Award

3.1 Consultation and validation of the CEIAG Award

3.2 Assessor selection, training, development, moderation and support

3.3 Levels of support offered by the provider of the CEIAG Award to learning providers seeking to secure the Award

Recommendations

Signed

Date

Guidance notes on completing the preparatory briefing

The template uses tables with 'view gridlines' enabled so that text margins are aligned throughout. You can insert additional rows as necessary.

Details	<ul style="list-style-type: none"> • Insert relevant information. • If recommending deferring the validation panel, insert new form heading 'Initial feedback on application for the QiCS' and N/A in the validation panel date box. • If recommending proceeding with the validation panel, delete the designation first application/reapplication/revalidation as appropriate.
Summary	<ul style="list-style-type: none"> • Say whether the CEIAG Award appears to meet the national validation criteria. • Highlight any particular strengths, weaknesses and issues that you think the validation panel/Quality Award provider should consider.
Background	<ul style="list-style-type: none"> • If recommending deferring the validation panel, completion of this section is optional. • If recommending proceeding with the validation panel, give a brief overview of the Quality Award provider, highlighting any points of special interest.
Evidence that the CEIAG Award meets the national validation criteria	<ul style="list-style-type: none"> • Give a met/not met judgement for each criterion with a brief justification.
Recommendations	<ul style="list-style-type: none"> • If recommending deferring the validation panel, provide action points for Quality Award providers to consider. • If recommending proceeding with the validation panel, advise members on whether you recommend the panel to Award the Standard, summarising your reasons (remembering that the decision is for the panel alone to determine - based upon all of the evidence received, your advice and the applicant's submission at the validation panel itself). Say how the provider could improve their CEIAG Award, even if you have recommended awarding the Standard.
Sign/date	<ul style="list-style-type: none"> • Check briefing/report and then sign and date it.

Validation panel – summary checklist

To be completed by the validation panel adviser at the end of the validation panel meeting.

CEIAG Quality Award Provider:

Date:

National validation

Is the panel satisfied that the CEIAG Quality Award meets the national validation criteria based on evidence from the Quality Award provider's submission (including the optional presentation), the validation panel adviser's report and the panel discussion?

	Yes/No	Comment
<p>1. Criteria, content and coverage of the CEIAG Award</p> <p>Does the Award:</p> <ul style="list-style-type: none"> meet the general requirements for equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning? ensure that learning providers promote CEIAG within the curriculum? meet criteria 1.1 to 1.8? <i>including taking account of the professional standards and qualifications determined by the CPA and/or other representative bodies in criterion 1.2?</i> 		
<p>2. Assessment processes for the CEIAG Award</p> <p>Does the Award meet criteria 2.1 to 2.5?</p>		
<p>3. Management of the CEIAG Award</p> <p>Does the Award meet criteria 3.1 to 3.3.?</p>		

Panel decision and any additional comments

Signed:

Name:

Date:

Validation Panel Report

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CEIAG Quality Award Provider:	
Validation Panel Members:	
Validation Panel Date:	
Report prepared by:	

Decision

Introduction

Findings

1. Criteria, content and coverage of the CEIAG Award

Delivering the core principles and themes of equality and diversity, raising aspirations, promoting social mobility and linking with work-related learning

The promotion by learning providers (i.e. schools, colleges and work-based learning providers) of CEIAG within the curriculum

1.1 Providing effective leadership, management and delivery of CEIAG

1.2 Ensuring appropriate initial staff training and continuous professional development (CPD) to secure the competency required of all staff involved in planning and implementing CEIAG provision

1.3 Providing a careers education and work-related learning curriculum, careers information and careers advice and guidance

1.4 Securing independent and impartial careers advice and guidance for young people

1.5 Working with employers and other external partners and agencies to enhance and extend CEIAG provision

1.6 Involving and supporting families and carers

1.7 Monitoring, reviewing, evaluating and developing provision

1.8 Measuring the impact of provision (including evidence of learning outcomes and progression)

2. Assessment processes for the CEIAG Award

2.1 Effective evidence gathering system(s)

2.2 Sufficient and valid evidence and self-assessment by a learning provider against the established criteria for the CEIAG Award

2.3 Explicit assessment criteria

2.4 Written assessment report

2.5 Appeals and complaints procedure

3. Management of the CEIAG Award

3.1 Consultation and validation of the CEIAG Award

3.2 Assessor selection, training, development, moderation and support

3.3 Levels of support offered by the provider of the CEIAG Award to learning providers seeking to secure the Award

Conclusion

Signed

Date

Guidance notes on completing the validation panel report

The template uses tables with 'view gridlines' enabled so that text margins are aligned throughout. You can insert additional rows as necessary.

Cover	<ul style="list-style-type: none"> • Insert relevant information, indicating who chaired the validation panel.
Decision	<ul style="list-style-type: none"> • Say whether the Standard has been Awarded and the main reasons for the decision. • Highlight any recommendations for action.
Introduction	<ul style="list-style-type: none"> • Provide brief information about the CEIAG Award, the Quality Award provider, its operational context and the nature of the evidence considered. • Give the number/type of accredited Award holders and the number/type of learning providers working towards the Award. • State who served on and who chaired the validation panel.
Findings	<ul style="list-style-type: none"> • Give a met/not met judgement for each criterion with a brief justification. • Highlight any particular strengths or weaknesses.
Conclusion	<ul style="list-style-type: none"> • State whether the Standard will be awarded and why. • Say how the provider could develop and improve their CEIAG Award, even if they have achieved the Standard, as this will be important once the provider applies for renewal of the national validation in three years' time.
Sign/date	<ul style="list-style-type: none"> • Check the report before signing and dating it and sending it to the QiCS Director.