

Reference: CVQO/5/5/1/1

1 July 2011

**CVQO REGISTRATION GUIDELINES FOR BTEC LEVEL 2 IN MUSIC AND PUBLIC SERVICES
2011/12 ENGLAND AND WALES LESS WELSH CCF.**

Reference:

- A. CVQO Registration Guidelines dated 1 July 2010 (England).
- B. CVQO Registration Guidelines dated 7 March 2010 (Wales - Non CCF).

1. Owing to the way that Government funds education, each Country within the United Kingdom has its own, different funding source. CVQO, therefore, has to draw down and account for this money separately. As a result, you are required to ensure your Learners complete the appropriate attached VQF1 Form specific for your Country. All Application Forms not submitted on the 2011 proforma will have to be rejected and returned to Units for resubmission.

2. LEARNERS ENROLLED PRIOR TO 2011/12

- Use Registration Guidelines issued at Reference A and B for all Learners enrolled **prior to** June 2011.
- Learners registered in 2009 must complete by 31 August 2011.
- Learners registered in 2010 have until 31 August 2012 to complete.
- Previously registered Learners must continue with the syllabus allocated to them.
- CVQO Online or Westminster should be used to record and update records for all enrolled Learners.
- Contact CVQO if you have any queries regarding previously registered Learners.

3. NEW ENROLMENTS 2011/12

a. Eligible Learners

The closing date for all enrolments with CVQO will be **31 October 2011** and will be on a strictly first come first served basis.

- **Residency & Nationality.** CVQO is only funded for the following Learners:
 - Whose permanent residence for the last 3 years has been in the UK, Channel Islands, the Isle of Man, overseas British Forces Bases or within the European Union (EU).
 - Who are British Citizens or Nationals of another EU Country.

If any Learners fall outside these criteria, contact the Executive Director for advice as to how to enrol.

If you wish to register twenty learners or more if you are a CCF or SCC Unit, and thirty learners or more if you are from an ACF or ATC Wing, you need to obtain prior approval from the Executive Director CVQO.

Units who register learners who subsequently withdraw from the scheme may be asked to contribute towards costs incurred by CVQO. Units may be penalised in the numbers allowed to register in the future.

Withdrawals will be accepted without penalty before 1st December in the year of registration.

- **All Learners over 16 years of age and under 19 as at 1 Sept 2011.** These Learners can be enrolled with CVQO and will be issued a CVQO reference number (referred to as a 'VQ Number')
- **Under 16 years of age as at 1 Sept 2011.** Any Learners that have not yet reached their 16th birthday can still be enrolled with CVQO. They will receive a CVQO reference number and the relevant workbooks for completion. They will be registered with Edexcel after their 16th birthday AND on successful completion of the relevant workbooks.
- **Over 19 years of age as at 1 Sept 2011.** CVQO is not funded for Learners over 19 years of age. Therefore self funded Registration is required. Contact CVQO for further details.

b. Award Specific Requirements - Music

Enrolment

In addition to the age requirement, to enrol on the BTEC Level 2 Diploma in Music with CVQO, the Learner must have achieved one of following:

- Army Cadet Force (ACF) 2 Star Music Syllabus
- Sea Cadet Corps (SCC) Proficiency Assessment
- Air Training Corps (ATC) Proficiency Assessment
- Associated Board Royal School of Music (ABRSM)/Trinity Guildhall Grade IV Practical or higher

Instruments

- Learners must be able to play their nominated instrument to a commendable standard
- CVQO will accept any tuned instrument including voice and piano as long as the Bandmaster is confident that the performance based assignments can be satisfied

Certification

In order to achieve the Music Diploma, Learners must complete two separate Music Workbooks.

c. Award Specific Requirements – Public Services

Enrolment

In addition to the age requirement, the Learner must have achieved the syllabus relevant to their organisation as reflected in the table below:

	ROUTE	SYLLABUS REQUIREMENTS AT TIME OF ENROLMENT
1	CCF (RN)	CCF (RN) P4.1 Use of Map & Compass CCF (RN) P4.3 Basic Expedition Skills CCF (RN) P4.4 Expedition
2	CCF (RM)	CCF (RM) Initial: Use of Map & Compass CCF (RM) Initial: Expedition Training
3	CCF (Army)	CCF (Army) Basic: Map & Compass CCF (Army) Basic: Expedition & Exercise
4	CCF (RAF)	CCF (RAF) Part 1: Map Reading - ACP32 Vol 1
5	SCC	SCC Swim Test Able Cadet
6	SCC (RM)	Marine Cadet 1 st Class
7	ACF	1 Star Physical Activity 2 Star Map & Compass 2 Star Expedition Training
8	ATC	ACO Initial Expedition Training (formerly ACP 31/4) ACO Basic Navigation Using Map and Compass (formerly ACP 32/2)

Certification

In order to achieve the Diploma and receive certification, Learners must complete Workbooks 1 and 2, and complete the relevant Syllabus work as set out in the CVQO Resource Book.

d. Process

- Applications can be made electronically via WESTMINSTER (for CCF, SCC & ACF Units). Once Unit Staff have completed this stage of the application process, CVQO will send to every Unit for each Learner a pre-filled Application Form (VQF1A) for verification, completion and signature. These **MUST** be returned to CVQO in order for us to proceed with your enrolments.
- If you do not have the authority to make applications directly through Westminster, please use the hard copy Application Form VQF1 attached.
- Use of WESTMINSTER in making initial applications is the new and preferred method and will be given priority. It has the following benefits:
- No further action by Unit staff will be required to enable relevant cadet achievements to be transferred from Westminster to CVQO's records.
- The cadet's record on Westminster will be updated with the qualification on completion of the BTEC.
- Details of how to enrol on BTEC courses are contained in the Westminster "How To" guide: CVQO BTEC Course Applications. This is available from the Westminster Document Library, CVQO Online and CVQO's website.
- Eligible Learners can enrol from 1 July until 31 October 2011.
- Forms must be completed and signed by the Learner and VQ Officer/Bandmaster/Unit representative.
- **Deadline for receipt of applications is 31 October 2011.**

e. Resources

- **This year for Public Services, CVQO will be issuing resources based on Unit demands and not automatically. Units are to request resources using VQF6 (attached). A four week lead time is required; resources and workbooks will be delivered on the date required at the address specified on the VQF6.**
- Music Resources will be issued direct to the Learner and **DO NOT** need to be ordered.
- A pack for Instructors will be issued to each registered Unit in August. This will contain Tutor Guidelines, a copy of the Learner Resources and a CD. The CD contains electronic versions of all required materials and a short film outlining CVQO activities .
- Resource Materials are available for download from the website www.cvqo.org. In order to access them you will need to be registered for CVQO Online. Please see attached Form VQF30.
- The Workbooks can be completed on a computer. However, they must all be submitted signed, in hardcopy to CVQO.

f. Units of Work

- Learners have to complete:
 - Public Services: Units 1, 2, 4 and 5 plus three more from a choice of Units 8, 10, 15, 16 and 20.
 - Music: Units 1, 2, 3, 4, 6, 11 and 16.
- A Learner must complete and pass seven units to gain an overall Pass grade.
- Workbook 1 for Public Services must be received at CVQO by **31st March 2012**.
- Workbook 1 for Music must be received at CVQO within **9 months of enrolment**.
- Workbook 2 for Public Services must be received at CVQO by **30th April 2013**.
- Workbook 2 for Music must be received at CVQO within **2 years** of registration.

g. Evidence Required/Recognition of Prior Learning (RPL)

- RPL and supporting evidence substantiates a large proportion of the qualifications. Any relevant evidence of achievement prior to enrolment is acceptable. If you are not sure contact your CVQO Regional or Music Operations Manager.
- Several musical activities are mapped to various different assignments in the Music Workbooks and may mean that the Learner is **EXEMPT** from either ALL or PART of these assignments.
- If you do not inform CVQO of these achievements, we cannot apply these exemptions. This will result in a Learner having to do more written work than required.
- Use CVQO Online or Westminster to report evidence as soon as it is achieved.
- Signatures are required on all paper based evidence.
- All written work must be completed to achieve a Pass.
- Staff from CVQO will visit to verify your records and visit training. This is a requirement of both the Department for Education and Edexcel. CVQO will coordinate this through VQ Officer/Bandmaster/Unit Representatives.

h. Special Education Needs

- Obtain written professional confirmation of Learners' specific needs for action.
- It is essential that Learners with special needs complete the relevant boxes on the Application Form correctly.
- Seek advice from CVQO.
- A "***Pictures in Education***" version of the Public Services Resource Book is available in electronic format on request via your Regional Operations Manager.

i. UCAS

- At present Level 2 Diplomas like GCSEs do not attract UCAS points. The Diploma can, however, be added to the UCAS form. Details can be found on CVQO's website.

4 ADMINISTRATION

- Submit Applications using WESTMINSTER or VQF 1 by the **31 October 2011** deadline.
- Upon receipt of a VQF6 CVQO will despatch Public Services Resource Material to the VQ Officer/Unit representative for distribution to each Learner. Music Resource material will be despatched directly to the Learner.
- Where Westminster has ***not*** been used to apply for enrolment, Units should ensure that Learners' VQ Reference numbers are entered onto Westminster upon receipt from CVQO.
- CVQO will pay a flat daily rate to adults for delivery of both Workbooks to the Learners. This must be cleared through your CVQO Regional or Music Operations Manager. The claimant is responsible to HMRC for tax and National Insurance Contributions
- No other claims will be paid by CVQO unless previously authorised by the Executive Director, CVQO.
- Invoices relating to training are to be submitted using the form VQF20 (attached). An electronic version of this form is available by request from: finance@cvqo.org.
- If you have any Public Services queries, contact btec@cvqo.org or phone 01276 601718.
- If you have any Music queries, contact music@cvqo.org or phone 01276 601709.
- If a Learner leaves or does not wish to continue with their qualification please notify CVQO as soon as possible so that funding can be reallocated.

5. POSTAL RECORD SHEET (VQF5)

- **Units that are entitled to claim the completion fee from CVQO will not be paid if they do not use the Postal Record Sheet (VQF5) when submitting documentation to CVQO.**
- Attached is a copy of the Postal Record Sheet (VQF5). This is an important quality control document which will help to ensure that Learner work and evidence is properly recorded. It must be completed when submitting any Workbooks, evidence or VQ forms to CVQO.
- All documentation where possible should be sent to CVQO by Recorded Delivery. This allows CVQO to provide a verifiable audit trail.

6. THE APPEAL SYSTEM

It is mandatory that there is an appeal system in place in case a Learner is not satisfied with the grades that they have been awarded. Any Learner who wishes to appeal must set out their grounds in writing. This appeal must be forwarded to CVQO by their Unit VQO. CVQO will reply in writing concerning the outcome.

7. CONTACT

In order to ensure the smooth running of the Diploma, it is advisable that a VQ Officer is appointed. Please complete and return the Unit VQ Contact Details Form (VQF30-attached) which also includes an application for a CVQO Online account. This can be used to update Learners' records of achievement and view their current status.

8. SUMMARY OF KEY DATES

The following are the key dates:

- **31st October 2011** Registration closes for Public Services and Music.
- **31st March 2012** Public Services Workbook 1 must be submitted to CVQO.
- **30th April 2013** Public Services Workbook 2 must be submitted to CVQO.
- **Within 9 months of enrolment** the Music Workbook 1 must be submitted to CVQO.
- **Within 2 years of registration**, the Music Workbook 2 must be submitted to CVQO.



AGC Horridge
Executive Director

Attachments:

VQF1 rev July 11	Application Form*
VQF5 dated July 11	Postal Record Sheet*
VQF6 dated July 11	Public Services Resource Demand Form*
VQF20 rev July 11	Invoice
VQF30 rev July 11	Unit VQ Contact Details/Online Application Form

*available electronically at www.cvqo.org



PROTECT (PERSONAL) WHEN COMPLETED
BTEC LEVEL 2 APPLICATION FORM (England)

Complete the form in **BLACK** ink, using CAPITAL letters. This form will be scanned and interpreted electronically.
Care taken when completing this form will significantly improve the accuracy of your stored information. **PLEASE READ THE NOTES ON PAGE 2.**
Write clearly with each number or letter entirely within the box provided. e.g.:

V	I	C	T	O	R	I	A		
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Mark choices clearly with a 'blob' e.g.:

Unit Name (CCF Contingent/SCC Unit/ACF County/ATC Sqn/DF etc):

CVQO Use Only:

Surname / Family Name:

Previous Surname / Family Name (if any):

Forename(s) / Given Name(s):

Preferred Forename / Given Name: (eg: Fred, Matt, Liz, Sam)

Previous CVQO Reg No: (if known)
V Q

Gender:
 Female Male

Date of Birth: (e.g. 4 July 1995 = 04/07/95)

 /

 /

Age at last birthday:

Number or Name of House or Flat: (eg: 3a; Flat 4; 65; High Farm)

Postcode:

Write Full Address:

Current/Last School Attended
Name:

Town:

Date Left: (if applicable)

 /

 /

Email Address:

Home Phone Number:

Mobile Phone Number:

Are you in full time education or training? Yes No
Are you employed 16 hours per week or more? Yes No

Learning Difficulties and/or Disabilities:
Do you consider that you have a learning difficulty, disability or health problem? Yes No
If "Yes" complete the entries below using the codes in the notes on page 2

Where have you been normally resident for the past 3 years (disregarding any temporary stay in the UK for educational purposes, e.g. Boarding School)?
 UK, Channel Islands, Isle of Man or overseas British Forces bases
 Other Country (specify) _____

Disability:

Learning Difficulty:

Are you a British Citizen or national of any other EU Country? Yes No

Qualifications (mark most advanced level passed and most advanced level predicted only)
Held **Predicted**
 1 - 4 GCSEs grades A*-C
OR any GCSEs grades D-G
OR 1-4 Scottish Standards grades 1-3
OR any Scottish Standards grades 4-6
OR 1 AS Level
OR 1 Scottish Higher
 5 or more GCSEs grades A*-C
OR 2-3 AS Levels
OR 2-3 Scottish Highers
OR 1 Advanced Level
OR 1 Scottish Advanced Higher
 4 or more AS Levels
OR 4 or more Scottish Highers
OR 2 or more Advanced Levels
OR 2 or more Scottish Advanced Highers
 None of the listed qualifications held (may be studying towards any of them)

Ethnicity:
Please complete using the codes in the notes on page 2:

Youth Organisation:
 RN/SCC Police
 Marine Fire Service
 Army/ACF Ambulance
 RAF/ATC
Enrolment applied for:
 BTEC Level 2 in Public Services
 BTEC Level 2 in Music
Chosen Instrument (Music Award): _____

The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.
 Mark this box if you do not wish to be contacted in respect of surveys and research by mail or phone.
 Mark this box if you do not wish to be contacted about courses or learning opportunities by post.
I do NOT wish to be contacted by: Mail Telephone Email

CVQO Use Only:
Res:

Instrument:

THIS FORM MUST BE SIGNED ON PAGE 2 BY THE APPLICANT AND COUNTERSIGNED BY THE VQ OFFICER



**NOTE: THIS FORM IS ONLY FOR COMPLETION BY LEARNERS ATTENDING UNITS
IN ENGLAND, THE CHANNEL ISLANDS, THE ISLE OF MAN AND BRITISH FORCES BASES OVERSEAS**

Privacy Statement: CVQO collects information about learners for various administrative, academic and health & safety reasons. The Data Protection Act of 1998 requires us to obtain your consent before we can do this, and since we cannot operate without processing information about you, we are unable to register you for any qualification unless you give us your consent to process your data. Therefore, by signing this Application Form you consent to CVQO processing personal data contained in this form and any other data which we obtain from you or any other source whilst you are registered with CVQO.

The information you provide will be passed to the Unit to which you belong. You also consent to the processing of such data for any purpose connected with your course or for any other legitimate and legal reason. SPECIFICALLY, you consent to CVQO processing information about your race or ethnic origin as part of our Equal Opportunities Monitoring and about your physical or mental health or any medical condition you may have as part of our responsibilities for the provision of additional support and for managing our duties and obligations under the Disability Discrimination Act.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Young People's Learning Agency for England ("the YPLA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>

<http://www.ypla.gov.uk/privacy.htm>

<http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

THE APPLICANT AND VQ OFFICER MUST BOTH SIGN BELOW BEFORE THIS FORM IS SUBMITTED TO CVQO

The requirements for the qualification enrolment(s) applied for have been explained to me, I have read the Privacy Statement above and I accept the conditions and responsibilities associated with working towards those qualification(s).

VQ Officer's Signature:

Name:

Applicant's Signature:

NOTES FOR COMPLETION

Ethnicity: Use the codes below to complete the "Ethnicity" entry on Page 1.

White:

31

English / Welsh / Scottish / Northern Irish / British

32

Irish

33

Gypsy or Irish Traveller

34

Any other White background

Mixed / multiple ethnic Group:

35

White and Black Caribbean

36

White and Black African

37

White and Asian

38

Any other Mixed / multiple ethnic background

Asian / Asian British:

39

Indian

40

Pakistani

41

Bangladeshi

42

Chinese

43

Any other Asian background

Black / African / Caribbean / Black British

44

African

45

Caribbean

46

Any other Black / African / Caribbean background

Other ethnic group

47

Arab

98

Any other ethnic group

99

If you do not wish to give information about your ethnicity enter code

Disability: Use the codes below to complete the "Disability" entry on Page 1.

01

Visual Impairment

05

Other medical condition (e.g. epilepsy, asthma)

09

Profound complex disabilities

02

Hearing Impairment

06

Emotional/behavioural difficulties

10

Aspergers syndrome

03

Disability affecting mobility

07

Mental health difficulty

90

Multiple disabilities

04

Other physical disability

08

Temporary disability after accident or illness (e.g. post-viral)

97

Other

If you do not think that you have a Disability use code 98 Otherwise the code should be used which identifies your main Disability.

Learning Difficulty: Use the codes below to complete the "Learning Difficulty" entry on Page 1.

01

Moderate learning difficulty

11

Dyscalculia

90

Multiple learning difficulties

02

Severe learning difficulty

19

Other specific learning difficulty

97

Other

10

Dyslexia

20

Autism spectrum disorder

If you do not think that you have a Learning Difficulty use code 98 Otherwise the code should be used which identifies your main Learning Difficulty



REQUEST FOR

NAME OF PERSON MAKING REQUEST:			
CONTACT MOBILE TELEPHONE:			
EMAIL ADDRESS:			
NAME OF UNIT:			
FULL POSTAL ADDRESS TO WHERE RESOURCE MATERIAL SHOULD BE SENT:			
DATE RESOURCES REQUIRED BY:			
Insert the number of Public Services resources required	Public Services Resource Book	Public Services Workbook One	Public Services Workbook Two

When completed please email to resources@cvqo.org

or Fax to 01276 601719

Requests must be made **FOUR WEEKS** prior to the date required.

To: CVQO Finance Department 3 Archipelago, Lyon Way, Frimley, Camberley Surrey GU16 7ER	Unit Name:	Unit Postal Address:
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UNIT ADMINISTRATION – BTEC LEVEL 2 DIPLOMAS

Qty	Description – Nominal Rolls to be attached – full details overleaf	Total	Total Claim	Cheque Payable To	CVQO Use Only
	Completed Public Services Diploma @ £10.00 each Nominal Roll to be attached – full details overleaf				
	Completed Music Diploma @ £10.00 each Nominal Roll to be attached – full details overleaf				

INDIVIDUAL PAY & ALLOWANCES

Full Name	NI Number	Training Location	Training Dates	Days Claimed	Gross Pay Claimed	Miles @ 26 p per mile	Total (£) MMA Claimed	Cheque Payable To	CVQO Use Only
TOTALS:					£		£		

Note: The above individuals receiving pay from CVQO are responsible to HMRC for tax & NIC

Certified that no previous claim has been made for the above and that this claim is in accordance with current CVQO Administrative Instructions:

VQ OFFICER:	Signature:	Name in Capitals:	Date:
Unit Authorising Officer:	Signature:	Name in Capitals:	Date:
In the event of a query, please provide:	Contact phone number:	Contact email address:	

INVOICE

NOMINAL ROLL - Unit Name:

Cadet name	VQ Number	Level 2 Diploma in Public Services	Level 2 Diploma in Music	Comments/Notes
		Completed Diploma	Completed Diploma	
		£10.00 each	£10.00 each	
Totals - please transfer details to 1st page				

NOMINATED VQ OFFICER DETAILS PROFORMA
PLEASE COMPLETE AND RETURN BY POST

Unit: _____

Surname: _____ **Forenames** _____

Rank: _____ **Title (Mr/Mrs/Ms/Miss etc** _____

Post Nominals: _____ **NI Number** _____

Please list appointments held:

Appointment	Appointment held since	Taken over from

Tick as appropriate:

- I am the main point of contact for the BTEC in **Public Services** for my:
CCF Unit, SCC District/Unit, ACF County, ATC Wing/Squadron, Other _____ (delete as appropriate)
- I am the main point of contact for the BTEC in **Music** for my:
CCF Unit, SCC District/Unit, ACF County, ATC Wing/Squadron, Other _____ (delete as appropriate)

Letter Address: _____

Post Code: _____

Parcel/Recorded Delivery Address (if different to above): _____

Post Code: _____

Contact phone numbers:

Home: _____ **Work:** _____

Mobile: _____ **Fax:** _____

Email Address: _____

Other Comments: _____

**PLEASE REMEMBER TO NOTIFY CVQO IMMEDIATELY OF ANY
CHANGES OF CIRCUMSTANCES**

CVQO ONLINE

APPLICATION FOR USER ACCOUNT
PLEASE COMPLETE AND RETURN BY POST

1. Please supply me with a CVQO Online user account.
2. I understand that:
 - a. CVQO ONLINE is a web based application with access limited to authorised users.
 - b. Access may be provided to read data relating to the progress of cadet and adult learners registered for qualifications with CVQO and who are recorded as being members of the organisation to which the applicant also belongs or to subordinate organisations.
 - c. Access may also be provided to write data relating to relevant Syllabus / Course, other achievements and/or request completion / withdrawal of the registered Learner.
 - d. Access may be restricted if the results of Verification visits made by CVQO staff are not to a sufficient standard.
 - e. CVQO may contact my Chain of Command/CVQO Operations Manager to confirm my eligibility.
3. I agree to comply with the CVQO Data Protection notice and the CVQO Data Protection Policy (both published on the CVQO website).
4. I will keep my CVQO Online details secure and not allow any other person access to my account.
5. I will notify CVQO by post, fax or email should there be any change to my appointment within my Cadet organisation.
6. My email address to be used in connection with my CVQO online account is:

PLEASE PRINT E-MAIL ADDRESS CLEARLY:

Signed:	Name:	Date:
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NOTE: THIS APPLICATION WILL ONLY BE ACCEPTED IF IT BEARS THE ORIGINAL SIGNATURE OF THE APPLICANT

Please post this form to: CVQO, 3 Archipelago,
Lyon Way, Frimley,
Camberley, Surrey,
GU16 7ER