



UPGRADING OF EXISTING CENTRE APPROVAL

To upgrade your existing Centre Approval to include other qualifications requires two copies of the following information, which should be forwarded to Brooke House along with an "Upgrade of Centre Approval Form" fully completed:

- Details of the Induction Programme for Candidates, Assessors and Internal Verifiers for the new award.
- Details of Assessors and Internal Verifiers for the new award.
- Details of how the existing Internal Verification procedures will be used for the new award.
- Details of how knowledge and understanding will be assessed for the new award.
- How the Centre will meet the requirements of the Assessment Strategy.
- Details of any assignments that may be used to generate evidence.

For further guidance please see PAAVQ-SET's Upgrade Template, which can be downloaded from www.paa-uk.org, *Centres, Existing Centres, Upgrade*.

Should you have any problems with the above or require any further clarification please contact PAAVQ-SET (Tel: 01543 254223 or Email: info@paa-uk.org) or your External Verifier.

Please forward the completed Upgrade Form and supporting information to:
PAAVQ-SET, Brooke House, 24 Dam Street, Lichfield, Staffordshire, WS13 6AA