

**GUIDELINE DOCUMENT TO
BRITISH FLUID POWER ASSOCIATION
COMPETENCE-BASED
QUALIFICATIONS
plus Application for Centre Approval
RELATING TO CETOP OCCUPATIONAL LEVELS**

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FOREWORD

Since 1990, the Education and Training Committee of the British Fluid Power Association has been involved in the development, design, delivery and evaluation of Competence-based Programmes to meet the ever changing needs of the Fluid Power Industry, OEMs, end users, and service organisations.

These schemes are now systematically being superseded by the British Fluid Power Association's new range of Competence-based Qualifications, designed for those people associated with the maintenance, management and design of fluid power and motion control systems.

They are structured to cover a variety of occupational levels in line with those recognised by CETOP - the European Committee for Oil-hydraulics and Pneumatics.

The Education and Training Committee members have a wealth of knowledge and experience in the field of fluid power and motion control and can call upon the full membership of the Association and its Technical Committees for their support and advice when formulating the content of the various Competence-based Programmes.

The Education and Training Committee are continuously reviewing the content and validity of their programmes to ensure that they provide the necessary skills and knowledge enabling personnel at all levels to effectively handle the ever-changing technology and complex systems.

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Further copies of this document can be obtained from The British Fluid Power Association, Cromwell Park, Chipping Norton, Oxon OX7 5SR. Tel: 01608 647900. Fax: 01608 647919.

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1.0 INTRODUCTION

This guideline has been developed on behalf of the British Fluid Power Association by the Education and Training Committee and is intended to provide an insight to those organisations who may be considering applying to BFPA for approval to deliver such programmes.

The information presented in Section 1.0 of this guideline covers all programmes in a general format outlining the necessary requirement for approval, management, administration, methodology, verification and validation.

The Appendix to this section contains the necessary forms to be completed by centres to meet the quality control and administrative procedures set by BFPA.

Section 2.0 outlines the requirements specific to each particular programme relating to equipment and resources. Centres should also make reference to the respective British Fluid Power Association Qualifications Programme for which they are considering.

Note: This section is under development and will be updated as new programmes in each level are completed and introduced. Centres are therefore advised to contact BFPA and obtain all current documentation.

2.0 COMPETENCE-BASED PROGRAMMES

WHO ARE THEY FOR AND WHAT ARE THEIR AIMS?

Competence-based programmes represent a series of qualifications developed by BFPA. They provide a depth of knowledge and understanding for all personnel involved in the maintenance, management and design of fluid power and motion control systems.

They cover the needs from apprentice level through to craftsmen/technician and engineer/manager and are supportive to the traditional routes of education and the attainment of professional qualifications which BFPA fully supports.

Each level is designed to meet an occupational requirement and provide a progressive system of education and training, whilst at the same time catering for candidates with varying levels of prior knowledge, experience and available time.

Throughout the programmes, emphasis will be placed upon the development of knowledge relating to “FUNCTION”, “OPERATION” and “APPLICATION”.

Where programmes involve system design, emphasis will also be placed upon a “SYSTEMATIC APPROACH” to circuit design and component selection to meet a system specification.

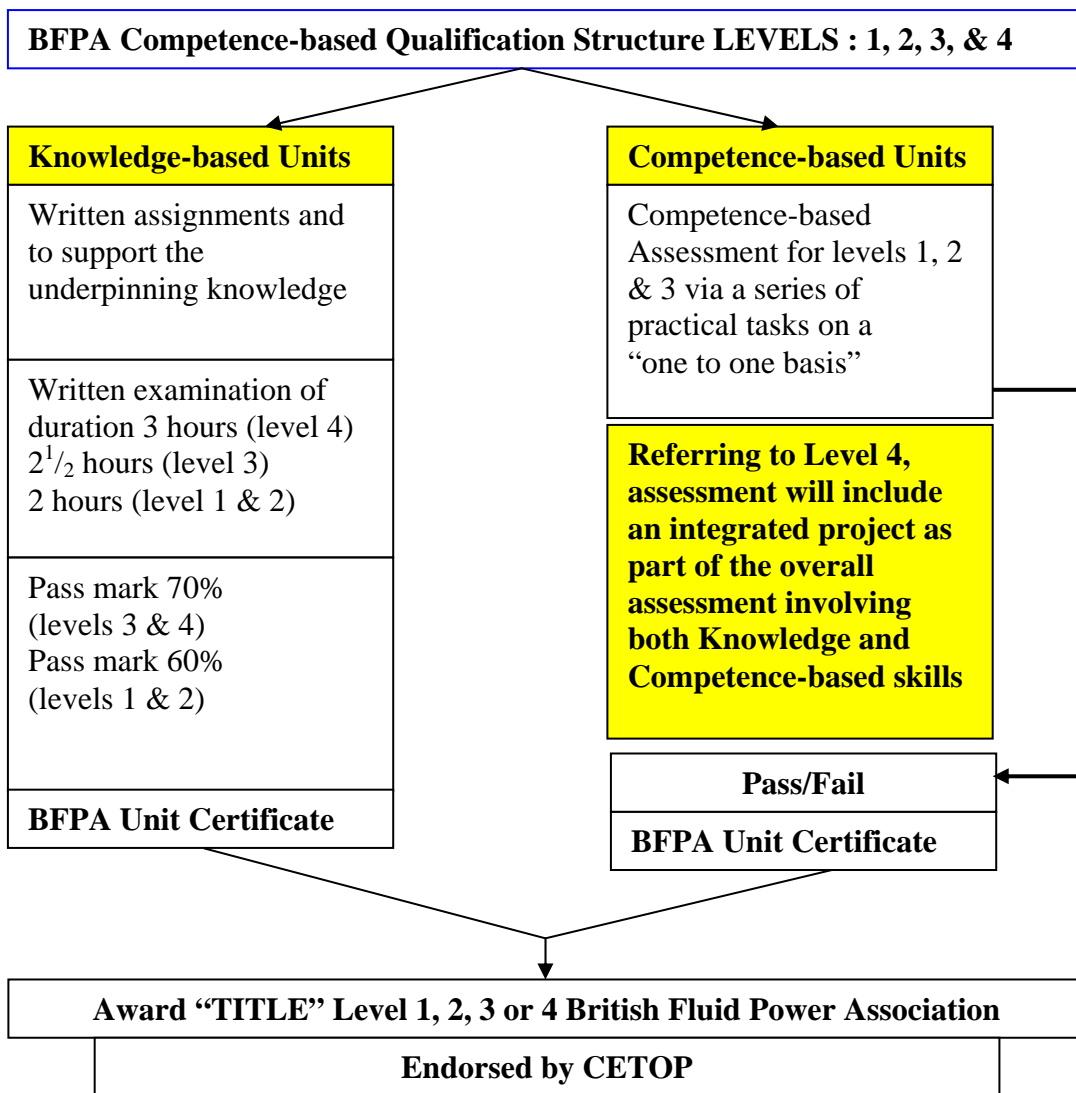
The knowledge-based units will support the development and effective application of PRACTICAL SKILLS necessary to carry out in a safe and effective manner that of:

- Installation
- Commissioning
- Performance testing
- Predictive maintenance and machine management
- Servicing
- Component removal/replacement

- Dismantling and reassembly
- System design and circuit alterations/improvements

The development of PLANNING AND PREPARATORY SKILLS, the use of technical information/specification and the formulation and implementation of safe working procedures will be emphasised throughout all aspects of the programmes.

3.0 QUALIFICATION STRUCTURE



The written examinations/integrated projects and marking schemes will be prepared by the Education and Training Committee of BFPA and initially be made available to Approved Centres once per year in June. Centres will be responsible for the marking of all examination scripts.

The development of competence-based assessments will be the responsibility of the Approved Centre but it will be necessary for these and their respective marking schemes to be validated on request by BFPA.

4.0 METHODOLOGY FOR ACQUIRING THESE QUALIFICATIONS

Candidates must register at a BFPA Approved Centre.

These programmes are intended to provide the candidate with a range of flexible learning modes to suit their normal work schedules. The programme delivery mode may vary between different Centres and the individual Centres will be responsible for effectively managing the schemes to meet BFPA requirements. Programmes can be covered via a number of learning modes including:

- Distance Learning for knowledge-based Units
- Attending Short Course Modules and Lectures to support both knowledge and units
- Traditional Day and Evening Sessions

Time taken to complete the programme will depend upon each individual's prior knowledge, experience and weekly commitment to the programme. Expected time to successfully complete these programmes is up to 16 months maximum.

Centres are responsible before registering candidates for a particular programme to ensure that they are fully aware of their commitment to successfully complete within the recommended time scale and prepare to meet the examination deadlines.

5.0 START OF THE PROGRAMME AND CONTINUED PROGRESS

The Approved Centre will establish an individual CONFIDENTIAL candidate record/portfolio and in conjunction with the tutor an "Individual Action Plan Agreement" must be established, taking into consideration prior knowledge and experience, strengths and weaknesses.

6.0 KNOWLEDGE-BASED SECTION

For Levels 1, 2 and 3 candidates should be given a series of written assignments covering the knowledge-based sections of the programme and where possible assignments should integrate a number of subject areas. Candidates will be expected to complete and return these to their respective tutor on a regularly agreed basis. Level 4 candidates will be given an integrated project which will form part of their final assessment.

Referring to Level 3, successful completion of at least 30 written assignments is expected by each candidate. Where a candidate fails to reach the required pass mark for his or her written examination and the mark falls within the range of 60-69%, the written assignments can be reviewed. If 75% marks have been obtained within the 30 prescribed assignments, then Approved Centres may, after consultation with their External Verifier and possible review of assignments, recommend a pass.

7.0 PROGRESS, EVALUATION AND ASSESSMENT

The tutor will assess the candidate's progress through the validation and accuracy of the completed assignments/projects and a record of marks will be maintained. Each tutor will provide the necessary feedback on progress and review the Individual Action Plan Agreement at least three times per year. Where poor candidate progress or low marks are identified, tutors must provide remedial support activities to improve the candidate's performance where possible.

Centres must have in place up to date tutor records showing that the tutor has made contact with candidates on a regular basis and this is critical to those on distance learning programmes, at least once per month is recommended.

8.0 PRACTICAL TASK ASSESSMENTS for Levels 1, 2 and 3

These will be carried out on a “one to one basis”. Each candidate will be expected to meet all aspects of the performance criteria laid down in the programme as “Evidence Required”, on at least two occasions under differing conditions for levels 2 and 3 and on one occasion for level 1. Evidence will be obtained by non-intrusive observation, questioning, written and verbal reports.

Conditions of assessment

Practical task assessment will be carried out under simulation conditions at an Approved Centre, however workplace assessments may be acceptable if the Assessor is satisfied that all criteria can be met.

Note: Practical Task Assessment will be based upon Pass or Fail.

9.0 PRIOR KNOWLEDGE AND EXPERIENCE

“Is this the programme for me?” - Although these programmes relate to CETOP Occupational Levels, evidence has shown that many people who are already performing engineering activities that fall within the higher occupational levels may need education and training at the lower levels to meet their own specific needs.

This represents that group of people whose present occupational or academic status is already high, but for whom fluid power and motion control represents an area in which they have very little experience. It is important to match the correct level of competence-based/knowledge-based programme to specific occupational levels but at the same time not failing to address individual needs.

During the formulation of the “action plan”, in conjunction with the candidate the programme tutor must closely review the candidate’s present knowledge and experience against individual needs and the needs to successfully complete this programme.

The correct competence-based/knowledge-based Levels should be clearly identified at this stage together with any other supportive training programmes considered necessary to aid the candidate’s success (attending short courses, specific lectures or being involved at their place of work with a specific project).

10.0 RECORDS OF ACHIEVEMENT

Throughout the programme candidates will be expected to maintain a “portfolio of evidence” covering the agreed Action Plan. Evidence of prior knowledge and experience, also an on-going record of assignments completed and assessments carried out whilst completing the programme must be included referring to dates, location and range.

Also included will be a training record covering any work-based activities applicable to the programme and any short courses attended.

The assessor will review these records periodically, and at the completion of the programme provide the necessary comments and signatures.

These records will form part of the candidates' personal Professional Development Plan (PDP). Approved centres will be responsible for the quality control of all records.

11.0 APPROVED CENTRES

Approved by the BFPA Education and Training Committee, all centres must have in place the following:

- (a) A suitable quality control/management system to effectively manage the scheme covering all aspects of registration, induction, review and evaluation of individual needs, continuous assessment, performance monitoring, final assessment, examinations, validation and the provision for effective feedback
- (b) A system for maintaining records in a confidential and secure manner
- (c) Technical/competent staff, with experience in the field of hydraulic systems, pneumatic systems and control as applicable to the programmes to be delivered
- (d) Experienced staff to carry out both knowledge-based and competence-based assessments to meet the scheme requirements, with reference to assessment and internal verification
- (e) An implemented policy covering Health and Safety and Equal Opportunities
- (f) An equipment base to support the tutor in the presentation of the knowledge-based section, whilst at the same time providing adequate support for candidates to practice and develop their skills for the final competence-based assessment

See Section “B” relating to Centre Equipment Provision

- (g) A technical library containing an adequate supply of current:
 - (i) Manufacturers' catalogues and technical data
 - (ii) CD-Roms (if applicable) and access to the internet as required to provide current technical data
 - (iii) BFPA Guidelines (Contact BFPA for current list)
 - (iv) Training Manuals
 - (v) Health and Safety Documentation

Note: All current issue dates should be recorded and documentation kept at the current level.

See Section “B” for Recommended Literature

- (h) Suitable lecture rooms with appropriate visual aids to support and present the programmes. These should include:
 - (i) Computer-aided presentations
 - (ii) Projection Systems (overhead/LCD projection)

On application to BFPA for centre approval using the prescribed form, an approval visit will be arranged. A member of the BFPA Education and Training Committee will carry out a site visit on a mutually agreed date to assess the centre, its staff, its equipment base and overall organisational capability to effectively manage and deliver the programme/s indicated by the application. Both parties will agree all arrangements in writing.

Centres are advised to contact BFPA for an outline of all current costs and for:

- Centre Approval visit
- BFPA Verification visit
- Candidate examination registration and certification fees
(See page 18 for prices current at the time of publication)

12.0 CENTRE VERIFICATION AND VALIDATION OF STANDARDS

Approved centres will be visited annually by an external verifier (member of BFPA Education and Training Committee). The verifier will, in conjunction with the centre, agree upon a date and visit time to suit both parties. Centres will be informed, in writing, at least one month before the verifier's visit and all procedures, processes and documentation will be agreed upon prior to the visit.

The verifier will submit a report to the centre within 14 days of the visit, plus a copy to the BFPA. The verifier's report will include:

- (a) Acceptance of existing systems and continued approval
- (b) Recommendations for improvements and agreed action plan and time scale
- (c) Date of next meeting
- (d) Update on any current changes to the programme and approval/verification processes

13.0 RECOMMENDATIONS

Throughout the programme both Tutor and Candidates are expected to use and apply:

- (a) Hydraulic symbols to current issue level ISO 1219-1
- (b) Electrical/electronic symbols to current issue level EN60617

Throughout the delivery of the programme Tutors will be expected to use a variety of system circuits to support and reinforce the learning process. Candidates should be encouraged to use their own circuitry applicable to the type of machines and systems for which they are currently involved as part of their employment (where applicable). The tutor will in conjunction with individual candidates, review all circuitry and identify its suitability.

14.0 CENTRE PROGRAMME DELIVERY/METHODOLOGY

The delivery of these programme/s should include practical "Hands On" activities throughout to reinforce the learning experience.

Emphasis must be placed on ensuring candidates receive and achieve a thorough understanding of the core subjects: fundamental principles, the ability to read and interpret circuit diagrams in symbol form, contamination control and the application of safe working practices.

15.0 EXAMINATION/ASSESSMENT CONTROL PROCEDURES

Examination papers and marking schemes will be prepared by the BFPA Education and Training Committee and dispatched to respective centres. Dispatch will take place by registered mail at least 2 working days before the designated examination date. They will be dispatched to the designated examinations control officer.

He or she will be responsible for the control of all aspects of confidentiality, administration and invigilation and in turn the dispatch of the transmittal notice “fax back” to BFPA on receiving the pack by registered mail.

The BFPA will notify centres of the designated examination date at least 6 months in advance, together with any further details considered necessary to ensure effective management and control of the examination process.

On completion of the written examination, candidate’s scripts will be returned to the examinations officer who will then arrange for them to be marked by the nominated person against the supplied marking scheme.

Successful candidates should be reported to BFPA within one month of the examination date using the prescribed form (Examination Report Form) for knowledge-based units.

Note: Centres will receive one extra copy of the examination paper for reference during invigilation and marking. The Marking Scheme provided must be returned to BFPA together with the Examination Report Form. Under no circumstances must this be copied.

Where candidates fail to meet the required pass mark and are planning to re-sit the examination at the next available date, BFPA must be notified by completion of the respective Examination Entry Form.

16.0 CETOP OCCUPATIONAL LEVELS

LEVEL (1) This person will perform activities that follow an established procedure. Activities will be recurring and of a short-term nature. The reaction to most problems will be to summon help or follow a predefined set of actions.

LEVEL (2) This person will perform a variety of activities needing some understanding of the technical factors involved. The activities may require the interpretation and application of varied and non-routine specifications. Activities will involve the use of simple diagnostic checks and ability to make a positive response to deviations. Co-operation with others in team or work groups may be required.

LEVEL (3) This person will be involved in a broad and often complex range of activities, often requiring independent decisions to be made on technical matters concerning specifications, resources or processes. Planning of work will be a responsibility, as will the finding and rectification of faults. Responsibility for the quality of work undertaken and the required outcomes are also included.

LEVEL (4) This person will be competent in a broad range of complex, technical or professional work activities performed in a wide variety of contexts and with a substantial degree of responsibility and autonomy. Responsibility for the work of others and allocation of resources is also involved.

SECTION “B”

(Information relating to specific programmes)

Approved centres must have or have access to the following equipment to:

- (a) provide support for knowledge-based learning
- (b) provide for effective tutor demonstrations
- (c) provide adequate hands on experience during skills development and competence-based assessment

Mobile Hydraulics Programmes

Centres must have the ability to:

- 1) Demonstrate cavitation and aeration on the suction side of pump
- 2) Operate a fixed displacement pump system with a variety of pressure and flow control devices covering:
 - single stage relief valves
 - pilot operated relief valves with vent control unloader valves
 - electro-hydraulic pressure switches and transducers
 - accumulators (including provision for charging)

Flow control should include simple throttle valves and pressure compensated flow control valves, covering meter-in, meter-out and by-pass operations and should be investigated under load and non-load conditions
- 3) Operate and control a variable displacement pump system incorporating:
 - pressure compensation (constant pressure control)
 - load sensing
 - remote pressure control

(including the application of electrical and proportional control)
- 4) Show the effects of engine speed and pump displacement on pump flow rates
- 5) Carry out pump performance testing and establish the relationship between Q and P under load and non-load conditions
- 6) Investigate the performance of:
 - priority flow control valves
 - spool flow dividers
 - rotary flow dividers under load and non-load conditions
- 7) Distinguish the difference between CETOP (ISO) mounted valves, screw-in cartridge, slip-in cartridge and pipe mounted arrangements, through practical hands on experience

- 8) Operate a variety of multi-function mobile valves covering:
 - open centre applications
 - flow/pressure compensation
 - inlet and service port provisions
 (including the operation via manual control, oil pilot joy stick and electrical proportional control)
- 9) Investigate the performance of pilot operated check valves and external piloted counterbalance valves for load holding and motion control involving cylinder systems
- 10) Investigate the operation of a closed hydrostatic system incorporating the basic control functions
- 11) Investigate the performance of two-way and three-way pressure reducing valves
- 12) Demonstrate the procedures to follow to assess the contamination level of hydraulic fluid using a patch test kit
- 13) Investigate the performance of hydraulic steering systems and associated priority valves
- 14) Investigate hydraulic motor performances associated with displacement, speed and slippage rates

Industrial Hydraulics and Control

Centres must have the ability to:

- 1) Demonstrate cavitation and aeration on the suction side of pump
- 2) Operate a fixed displacement pump system with a variety of pressure, flow and associated control devices covering:
 - single stage relief valves
 - pilot operated relief valves with vent-control
 - unloader systems
 - electro-hydraulic pressure switches and transducers
 - accumulators (including provision for charging)
 Flow control should include simple throttle valves and pressure compensated flow control valves, covering meter-in, meter-out and by-pass operations plus the application of flow divider and should be investigated under load and non-load conditions
- 3) Operate and control a variable displacement pump system incorporating:
 - pressure compensation (constant pressure control)
 - load sensing
 - remote pressure control
 (including the application of electrical and proportional control)
- 4) Demonstrate and investigate load holding and motion control via pilot operated check valves and over-centre counterbalance valves
- 5) Incorporate and apply both on-off solenoid operated valves and proportional control
- 6) Build circuitry involving switches, relays and amplifier card systems
- 7) Carry out pump performance testing and establish the relationship between Q and P under load and non-load conditions
- 8) Demonstrate the procedures to follow to assess the contamination level of hydraulic fluid using a patch test kit
- 9) Investigate the performance of hydraulic cylinders operating in a regenerative mode
- 10) Investigate hydraulic motor performances associated with displacement, speed and slippage rates
- 11) Investigate the performance of two-way and three-way pressure reducing valves
- 12) Distinguish the difference between CETOP (ISO) mounted valves, screw-in cartridge, slip-in cartridge and pipe mounted arrangements, through practical hands-on experience

Power Pneumatics and Control

Centres must have the ability to:

- 1) Build a range of pneumatic circuitry from simple to complex involving air pilot and solenoid pilot control
- 2) Build electro-pneumatic circuits incorporating relays and a variety of switching devices
- 3) Incorporate the application of PLCs to initiate control of pneumatic circuitry
- 4) Demonstrate the performance of cylinders with and without cushioning
- 5) Incorporate into circuitry, safety systems, interlocks, two hand starts and emergency stops
- 6) Investigate the operation of air compressors and ancillary equipment, receivers, coolers and driers
- 7) Investigate the performance of a variety and combinations of FRL units
- 8) Investigate different pipe-work and sealing systems in current use

Suggested Reading List for candidates and for centre libraries:

- Power Hydraulics by Pinches and Ashby (Sheffield Hallam University Press)
- Principles of Proportional Valves (Eaton Corporation)
- Logical Troubleshooting in Hydraulic Systems (Eaton Corporation)
- Basic Electronics for Hydraulic Engineers (Eaton Corporation)
- Industrial Hydraulics Manual (Eaton Corporation)
- Mobile Hydraulics Manual (Eaton Corporation)
- Hydraulic Trainer Volume 1 Basic Principles and Components (Bosch/Rexroth)
- Hydraulic Trainer Volume 2 Proportional Control (Bosch/Rexroth)
- Hydraulic Trainer Volume 3
- Planning and Design of Hydraulic Power Systems (Bosch/Rexroth)
- Hydraulic Trainer Volume 4 Logic Cartridge Technology (Bosch/Rexroth)
- Power Pneumatics by Pinches and Callear
- Pneumatics Trainer Volume 1 & 2 (Bosch/Rexroth)
- Industrial Hydraulics (Parker Hannifin)
- Fluid Power Troubleshooting by Anton H Henn
- Closed loop Electro-Hydraulics Systems Manual (Eaton Corporation)
- Principles of Hydraulic System Design by Prof: P Chapple (via BFPA)
- Mobile Hydraulics Technology Bulletin 0274-B1 (Parker Hannifin)
- Industrial Hydraulics Technology Bulletin 0232-B1 (Parker Hannifin)
- Basic Pneumatic Technology Bulletin 0248-B1 (Parker Hannifin)

Contact BFPA for recommended current guidelines.

Appendix (BFPA Forms)

- Centre Approval Application (BFPA/CA/1)
- Candidate Registration (BFPA/CR/1)
- Approved Centre: Examination Entry (BFPA/EE/1)
- External Verifier's Annual Visit Report (BFPA/EV/1)
- Internal Verifier's Report (BFPA/IV/1)

Form BFPA/CA/1
Copy form as required

FAX BACK: or post to **BFPA (01608 647919)**

BFPA APPLICATION FOR CENTRE APPROVAL

Programme for Approval (name) _____

Name of Organisation _____

Full Address _____

Contact Name _____ Position _____

Tel No _____ Fax No _____

E-mail _____ Web www _____

I have thoroughly read the BFPA Guideline Document, Programme Syllabus and I am fully aware of the necessary organisational commitment and equipment base required for centre approval. I am aware of the associated costs for centre visits and would like to you to arrange a visit to our organisation to carry out a centre approval investigation.

We will forward to BFPA: tick as applicable

Payment via Cheque

Purchase order

Date _____

Signed _____

Additional Information

For official use by BFPA staff

Date Application Received _____

Actioned by _____

Name of ET Member carrying out Centre Approval Visit _____

Visit Date Planned _____

Outcome of visit _____

Financial Transactions completed _____

Date completed _____

Any other info: _____

Form BFPA/CR/1
Copy form as required

BFPA INDUSTRY STANDARD QUALIFICATIONS

Candidate Registration

This form must be completed by the Candidate and Approved Centre and returned to BFPA within 14 days of the date on which candidates are initially enrolled on to the prescribed BFPA programme.

The Centre will receive a Registration No. for each candidate from BFPA, and all correspondence associated with the candidate should include this number. Once registered, this number is for life.

Personal Details (To be completed by the Candidate - BLOCK CAPITALS)

Full Name _____

Position _____

Employer's Name _____

Employer's Address _____

Contact Address (Home) _____

Tel No _____ Date of Birth _____

Fax No _____ E-mail _____

.....

Programme Details (To be completed by the Approved Centre - BLOCK CAPITALS)

Centre _____

Programme _____

Date of Enrolment _____

Signed _____ Date _____

BFPA REGISTRATION NUMBER _____

INTERNAL RECORD (for Centre use)

Examination (written)

Practical Task Assessments

Form BFPA/EE/1

BFPA APPROVED CENTRE: Examination Entry

This form must be completed by the Approved Centre and returned to BFPA at least 2 months before the examination before the examination date. Centres will be charged based upon the number of candidates recorded and examination scripts will be sent to the centre accordingly.

Prescribed Programme/Scheme _____

Written Examination Date _____

Name of Organisation _____

Full Address _____

Contact Name _____ Position _____

Tel No _____ Fax No _____

E-mail _____ Web www _____

Signature _____ Date _____

The listed candidates will be sitting the written examination on the above date.

NOTE: *This same form will also be used to record **PASS or FAIL**. From this information BFPA will send the respective Candidates' Qualification Certificates to the Approved Centres for dispatch.*

No	Candidates Name	BFPA Registration No.	Examination Results P= Pass. F= Fail	Competence-based –Units P= Passed	BFPA official use: Certificate Dispatched/Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Form BFPA/EV/1

BFPA EXTERNAL VERIFIER’S ANNUAL VISIT REPORT

External Verifier’s Name:

Date:

Approved Centre:

Schemes Approved:

Approval:

Centre Contact Person/IV:

STANDARDS – (Tick as necessary)

	AUDIT CHECKS CARRIED OUT	UNSATISFACTORY	MEETING SCHEME REQUIREMENT
1	Overall Management Including: - Scheme Management Candidate		
	- Systems for Tracking Progress		
	- Areas of Responsibility		
	- Document Control System		
	- Health and Safety Policy		
	- Quality Systems		
	- Internal Verifier Reports		
2	Individual Candidate Records (Random Check)		
3	Inspection of Candidate Assignments		
4	Inspection of Practical Task Assessments		
5	Inspection of Candidate Individual Portfolios		
6	Inspection of Completed Examination Scripts		

ANY ADDITIONAL CHECKS CARRIED OUT

External Verifier’s Comments:

Actions to be taken:

Tick

Copy Sent to Approved Centre

[] Date:

Copy Sent to BFPA

[] Date:

Copy to File

[] Date:

BFPA Costs Excluding VAT

- Centre Approval Visit (Not Approved or Advisory) £450.00
- Centre Approval Visit (Approved and Certificated) £550.00

Note: Approval will be for a period of 5 years unless External Verifier identifies that centre is failing to meet the necessary BFPA requirements. Under such conditions Centre Approval would be withdrawn. Interim visits may be made every two years.

- External Verification Visit..... £450.00
- Candidate Examination Entry Fee and Certification £100.00

NOTE: All prices listed are subject to change at the discretion of BFPA. However, Centres will be notified accordingly.

All visits will be subject to travel, travel time and accommodation costs as necessary.

Form BFPA/IV/1

BFPA INTERNAL VERIFIER'S REPORT

Internal Verifier's Name:

Approved Centre:

Qualifications Under Review:

Candidate Start Date:

Date of Verification:

Report No:

Initial Information Required

(Answer or Tick Box)

- 1 Number of candidates enrolled and registered with BFPA:
- 2 Number of candidates active on scheme to date:
- 3 Number of candidates taking next written examination:
- 4 Number of candidates successfully completed written examination:
- 5 Number of candidates preparing to resit examinations:
- 6 Number of candidates completed/part completed practical task:

Verification (Organisational and Quality Control)

CHECKED

Yes No

- | | | |
|---|-----|-----|
| I Candidate individual record folders – content against checklist | [] | [] |
| II Candidate assignment progress records | [] | [] |
| III Register for candidates attending modules | [] | [] |
| IV Course feedback reports from candidates (4 monthly) | [] | [] |
| V Completed practical task assessment profiles | [] | [] |

Verification (Assessment Process)

Discussed candidate progress with assessor/s [] []

Assessor/s Name/s:

Comments:

Final Remarks

Overall performance of Centre to meet the scheme requirements as laid down by the BFPA and meeting requirements of the External Verifier.

I Acting as Internal Verifier on behalf of this
Centre am Satisfied/Not Satisfied with the scheme management, records and methodology.

ACTIONS/RECOMMENDATIONS:

Tick

Copy Sent to External Verifier [] Date:

Copy to File [] Date: