



HOW DO I ...

BECOME A CABWI STREET WORKS CENTRE?

Would you like to offer CABWI Street Works Qualifications to your staff or other candidates? In order to offer the Street Works qualifications, you need to become a CABWI Centre, or you can link in with an existing CABWI Street Works Centre.

If you wish to link in with an existing CABWI Street Works centre, contact CABWI for a list of centres.

If your organisation would like to become a CABWI Street Works Centre itself, this leaflet is designed to answer some of your questions and take you through the steps.

1. What is a CABWI Street Works Centre?

It is an organisation, or part of an organisation which is licensed by CABWI to undertake specific Street Works units.

2. How do I become a CABWI Street Works Centre?

Your organisation needs to apply to CABWI for a Street Works Centre Licence.

3. How much does it cost?

The Street Works fees are reviewed periodically. For a copy of the current Street Works fees information, please contact CABWI.

4. What's the first step?

Your need to decide which CABWI Street Works units your organisation would like to offer. If you are not familiar with the Street Works Scheme, please contact CABWI (enquiries@cabwi.co.uk) for a copy of the Street Works information sheet, listing the Street Works units and full awards.

*If you **do** know which Street Works units you want, you need to order the Street Works assessment documents. These are available free of charge from CABWI on CD or by e-mail, and include the Street Works standards, centre guidance, evidence recording documents and question banks for all 16 units.*

Please look through the scheme documents closely to see what is involved in the assessment and what facilities and resources are required and select the units for which you wish to seek approval.

5. What do I do next?

You need to think about who your assessor(s) and internal verifier(s) will be. You need at least one fully-qualified assessor and one fully-qualified internal verifier to operate the Street Works Scheme. Assessors and IVs must be technically competent in the areas they wish to assess and verify. They also need to hold appropriate qualifications, as follows:

- *Assessors for the operative units need to hold TDLB unit D32 or assessor award A2 or the replacement TAQA vocational assessor qualification, or to be working towards obtaining the TAQA qualification.*
- *Assessors for the supervisor units need to hold TDLB units D32 and D33 or assessor award A1 or the replacement TAQA vocational assessor qualification as a minimum, or to be working towards gaining the TAQA assessor qualification.*
- *Internal verifiers covering the scheme need to hold TDLB unit D34 or verifier award V1 or the replacement TAQA internal quality assurance qualification as a minimum, or to be working towards gaining the TAQA internal quality assurance qualification.*

Assessors and IVs need to be effective communicators and interested in developing people.

The centre will also need to appoint a centre co-ordinator, who is the main point of contact with the awarding body. This may be one of the assessment or verification team, or a member of the centre's administrative staff, according to the centre's preference.

CABWI produces leaflets covering how to become an assessor and an internal verifier, copies of which can be obtained by e-mail from CABWI.

7. What forms do I need to complete?

The centre must complete a SW.1 Form to apply to become a CABWI Street Works centre. In completing this, please ensure that you read the Street Works Centre Guidance Notes, to ensure that you are aware in seeking centre approval of the facilities and resources required.

An assessor application must be completed for each assessor the centre requires, and an internal verifier application must be completed by each proposed IV at the centre. Assessors and IVs will need to provide confirmation of their TDLB, A&V or TAQA qualifications (copy certificates) and a copy of their current CV, showing their experience in excavation and reinstatement activities or related operational training and assessment delivery.

*All Street Works forms are available from CABWI by e-mail but must be submitted in hard copy, with the appropriate signatures. Please send your forms to **The Customer Service Manager, CABWI Awarding Body, Holland House, 1-4 Bury Street, London, EC3A 5AW.***

7. What happens when the form has been sent in?

CABWI reviews the form and allocates an external verifier, who will take the centre through the centre approval process. If further information is required, then either the EV or the awarding body will contact the centre; otherwise, the EV will contact the centre to arrange an approval visit.

He or she will want to meet the centre co-ordinator and assessment and verification team. The EV will go review your application, and ensure that the centre meets all the criteria listed in the Street Works Centre Guidance Notes. The physical resources will be inspected to ensure that they are adequate and sufficient for the Street Works units you wish to undertake.

8. After the external verifier has visited my organisation, what then?

CABWI will write to you, enclosing the external verifier's report on a CAB.3 Form, indicating if centre approval has been granted.

9. What does centre approval mean?

It means that you can start to plan and carry out assessments for the Street Works units you are approved to deliver.

CABWI issues a centre licence for the specified Street Works units and licences for each approved assessor and IV. CABWI will also send you an external verification plan indicating when the external verifier will visit your centre. Usually a centre can expect a minimum of two visits per year; more may be scheduled at the request of the centre or, for example, where the centre has high numbers of candidates, or the EV is monitoring completion of an action plan following approval or verification.

10. What if I do not get centre approval?

If the external verifier recommends that a CABWI licence is not granted, CABWI will write to you explaining why. The CAB.3 report will identify the areas where the scheme requirements have not been met, and will list any actions agreed with the centre in order for approval to be granted. When a centre confirms that these actions are complete, the EV will review evidence of completion (usually through provision of updated documents or records, or possibly via another visit), and make further approval recommendations.

11. What if I want to add other Street Works units to my licence, what do I do?

You must complete another SW.1 Form for the additional Street Works units you wish to offer. Assessor and internal verifier licences will also need to be updated to include the additional units. Therefore licence application forms for assessors and internal verifiers need to be completed. CABWI will then arrange for your external verifier to contact the centre and take forward the approval.

12. What if I want to assess at another location other than the centre?

You will need to advise CABWI (either via the CABWI office or your EV) of the location that you would like to use and the assessments that will be carried out there. The external verifier may need to visit the location to approve any facilities and equipment that you intend to use for Street Works assessments.

13. What happens when my licence is nearing expiry?

Your CABWI licences are renewed annually on 1 April. CABWI will remind you contact you before 31 March to confirm your licence renewal requirements. The EV will then make any licence renewal recommendations in line with information s/he has gained from verification visits and the centre's renewal requirements, so that new licences can be issued.

If you need any further assistance, please contact CABWI Awarding Body, by e-mail, to enquiries@cabwi.co.uk, or at the following address:

**CABWI Awarding Body
Holland House
1-4 Bury Street
London
EC3A 5AW.**

Tel: 020 7469 2642