

Unit Award Scheme – Training Information 2011 – 2012

Training Requirements

Before a centre can be registered with the Scheme, appropriate initial training from a recognised source must be received by at least one member of staff. One of those attending should be the person who will take on the role of Centre Co-ordinator. The Centre Co-ordinator is the person responsible for the operation and development of the Scheme in the centre, including unit writing and assessment.

This initial INSET will be followed up by a visit to the new centre by its AQA Assessor at the point when the centre is ready to make its first formal recommendations for the award of units. This enables the Centre Co-ordinator to ask for advice from its Assessor on any operational issues that may have arisen as well as to discuss the recommendations made and related issues such as presentation of evidence.

It is the responsibility of the Centre Co-ordinator to cascade relevant information and advice to others in the centre who use the Scheme.

Charges for Centres Supported Solely by AQA

- AQA charges £165 per person attending an initial full day training course organised by AQA at a central location.
- AQA charges £765 for up to 10 participants and £880 for 11-20 participants for providing INSET at a centre by a visiting AQA trainer. Where centres combine together to arrange for INSET to be provided, the total fee may be shared between the centres concerned.
- AQA charges £308 per centre for the follow up visit from the AQA Assessor

Charges for Centres Supported by an LA/Consortium

- In these cases initial training is provided by the supporting LA/Consortium in accordance with local arrangements.
- However AQA charges £308 per centre for the follow up visit from the AQA Assessor.

Notes on training for centres supported by AQA

1. A *Centre Registration Form* must be completed before joining the Scheme and it is helpful if this is completed and returned prior to the training.
2. Where a member of staff in a centre has had recent experience either as a Co-ordinator or an Assessor with the Scheme, initial training may not be required. In such cases, centres should give details of the relevant experience in the *Centre Registration Form*.
3. There are no centre registration fees, other than the fee for INSET.
4. Details of operational fees are shown on a separate sheet.

For further details please contact: AQA
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