

## Application for Centre Approval and/or Extension to Qualification Scope

This form is for use by new centres and existing LCL Awards Approved Centres (AC) extending their scope of qualification approval.

Please complete all pages and return to: [enquiries@lclawards.co.uk](mailto:enquiries@lclawards.co.uk)  
 Or post to: The Administration Manager  
 LCL Awards  
 Unit 1 Belvue Business Centre  
 Belvue Road  
 Northolt, Middlesex  
 UB5 5QQ

### Section 1

#### Company Contact Details

Company Name/ Trading Name	
Company Registration Number	
Legal Status of Business	
Address	
Postcode	
Telephone	
Facsimile	
Email Address	
Web Address	
Centre Manager Name	
Centre Manager Email Address	
UK Registered Learning Provider Number	
Learner Records Service (LRS) Number	
Gas Safe Register Number	

<b>What is your target date for approval?</b>	
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#### Approval Scope Details

Please tick the appropriate box	
<b>New Centre Approval</b> <i>Approval fee will be invoiced when centre agreements dispatched. Please refer to the current price list for terms.</i>	
<b>Qualification Scope Extension</b> <i>Scope Extension(s) fee will be invoiced when application is received. Please refer to the current price list for terms.</i>	

LCL Awards Office use only	
Date Received	
LCL Centre Number	
Assigned EV	

**New Centre Application Supplementary Information** (To be completed for new centre applications)

<b>Personnel Contact Details</b>	
Technical Manager	Name: Direct Email: Direct Tel:
Quality Manager	Name: Direct Email: Direct Tel:
Administration Manager	Name: Direct Email: Direct Tel:
Accounts/ Financial Controller	Name: Direct Email: Direct Tel:
<b>Information</b>	
Is the centre approved by another Awarding Organisation (AO) or Certification Body (CB)?	Yes/ No <i>If yes give organisation names</i>
Is the centre currently approved by another AO or CB for the qualifications the centre is applying for?	Yes/ No <i>If yes please give details</i>
Has the centre ever had centre or qualification approval withdrawn by an AO or CB or currently under investigation?	Yes/ No <i>If yes please give details</i>
Does the centre intend to deliver the qualification applied for at locations remote from the centre address above?	Yes/ No <i>If yes please complete form for each location and attach</i>
Have the directors and or owners of the centre been officers of a training and or assessment company that has ceased to trade or gone on to administration, liquidation in the past 6 years?	Yes/ No <i>If yes please give details</i>
Does the centre operate a quality management system for the qualifications(s); the centre is seeking to deliver with LCL Awards?	Yes/ No <i>If yes please give details</i>
Is the centre registered with the Information Commissioners Office? (in relation to GDPR)	Yes/ No <i>If no, please initiate registration. If yes please insert registration No and expiry date</i>
Is the centre able to provide the management, financial, human and physical resources required by the qualification?	Yes/ No <i>please add comments below</i>
Does the centre currently have sufficient qualified and occupationally competent personnel within the centre? <i>NB This must be confirmed prior to approval.</i>	Trainers – Yes/ No Assessors – Yes/ No Internal Verifiers – Yes/ No <i>If No please give details</i>
<b>Regulated Qualification Framework (RQF) Information</b>	
Confirm centre is registered with the UK Register of Learning Providers (UKRLP)	Provide registration number:
The centre is registered with The Learner Record Services (LRS) The centre meets all the requirements of the LRS User Agreement and can demonstrate how:	Provide Registration number:

<ul style="list-style-type: none"> <li>• To obtain Unique Learner Numbers (ULN)</li> <li>• To register learners with LRS</li> </ul>	
The centre can meet the requirements of assessing learners in the workplace (where required)	

**Please provide below any further information you believe will benefit your application with LCL Awards.**

In completing this application, I confirm I am authorised to apply on behalf of this Centre and that all the information contained in this application is true and accurate. I understand that LCL Awards may accept or decline this application at its discretion. I agree to the terms of payment relating to the centre approval fee and the scope extension fee.

Should LCL Awards decline this application it is not obliged to explain its decision.

Name	Signature	Date

## Section 2 - Schedule of Qualification Approval

Please tick which qualifications you are applying for (Pages 4-6)

Domestic, Commercial, LPG, ESP, Laundry & Catering will be charged per category. Refer to current price list for terms.

### ACS and OFTEC ISO 17024 Qualifications

Domestic		Commercial		LPG		ESP	
CCN1		COCN1		CONGLP1 PD		CESP1	
CENWAT		CODNCO1		CONGLP1 LAV		CMA1	
CKR1		CORT1		CONGLP1 RPH		CMA3	
HTR1		CIGA1		CONGLP1 B		CODNESP1	
DAH1		ICPN1		CONGLP1 CMC		<b>Catering</b>	
LAU1		CDGA1		CCLP1 PD		CCCN1	
LEI1		CGFE1		CCLP1 LAV		CODC1	
CKHB1		CCP1		CCLP1 RPH		COCATA1	
DFDA1		BMP1		CCLP1 B		COMCAT1	
HWB1		TPCP1		CCLP1 M/C		COMCAT2	
CPA1		TPCP1A		CCLP1 E/P		COMCAT3	
WAT1				CCLP1 EPC		COMCAT4	
CMDDA1		<b>Limited Scope</b>		HTRLP2		COMCAT5	
COCDN1		COCNPI 1LS		HTRLP3		<b>OFTEC</b>	
COLPNG1		ICPN1LS		WATLP2		OFT10-101	
		ICAE1LS		REFLP2		OFT10-102D	
<b>Meters</b>		CMA2LS		WAHLP1		OFT10-102W	
MET1		MET3LS		EFJLP1		OFT10-105E	
MET3LS				VESLP1		OFT10-600a	
MET4		<b>Laundry</b>		VESLP2		OFT10-201	
CMET1		CCLNG1		CABLP1		OFT15-108W	
CMET2		COCCLNG1		CGLP1		OFT15-108D	
REGT1		CLE1				OFT18-108S	

Managed Learning Program (Gas) MLP	MLP Code	Tick
<b>Domestic and Meters</b>		
Domestic Natural Gas Appliances (Central Heating Boilers & Instantaneous Water Heaters, Space Heaters and Cookers)	DNGA1	
Domestic Natural Gas Appliances (Central Heating Boilers & Instantaneous Water Heaters and Cookers)	DNGA2	
Domestic Natural Gas Appliances (Central Heating Boilers & Instantaneous Water Heaters)	DNGA3	
Domestic Natural Gas Appliances (Cookers)	DNGA4	
Domestic Natural Gas Appliances (Space Heaters)	DNGA5	
Domestic Natural Gas Meters	DNGM	
<b>LPG</b>		
Domestic LPG and Appliances (Leisure Accommodation Vehicles, Residential Park Homes)	DLPGA1	
Domestic LPG and Appliances (Boats)	DLPGA2	
<b>Commercial Heating, Laundry and Catering</b>		
Non Domestic Heating and Appliances, Pipework Installation and Commissioning	NDNG1	
Non Domestic Heating Appliances	NDNG2	
Non Domestic Catering and Appliances	NGNG3	
Non Domestic Laundry and Appliances	NDNG4	
Non Domestic Pipework Installation and Commissioning	NDNG5	
Non Domestic Natural Gas Meters	NDNGM	
<b>Network Emergency Service Provider</b>		
Emergency Service Provider	ESP	

<b>RQF Regulated Qualifications</b>	<b>Qualification Number</b>	<b>Tick</b>
<b>Renewable Energy Qualifications</b>		
Level 3 Award in the Installation & Maintenance of Small Scale Solar Photovoltaic Systems	600/5775/0	
Level 3 Award in the Installation and Maintenance of Solar Thermal Hot Water Systems	600/7439/5	
Level 3 Award in the Installation and Maintenance of Heat Pump Systems (non-refrigerant circuits)	603/7792/6	
Level 3 Award in the Installation and Maintenance of Ground Source Heat Pump Systems (non-refrigerant circuits)	603/7791/4	
Level 3 Award in the Installation and Maintenance of Air Source Heat Pump Systems (non-refrigerant circuits)	603/7790/2	
Level 2 Award in the Principles of Metering for Renewable Heat Installations	601/3482/3	
Level 3 Award in the Energy Efficiency for Gas Fired and Oil Fired Domestic Heating and Hot Water Systems (Now including Boiler Plus)	601/3942/0	
Level 3 Award in Low Temperature Heating and Hot Water Systems in Dwellings	603/7761/6	
<b>Electrical</b>		
Level 3 Award in the Requirements for Electrical Installation to BS7671:2018 18 <sup>th</sup> Edition Wiring Regulations	603/3132/X	
Level 3 Award in the Principles, Practices & Legislation for the Initial Verification and Certification of Electrical Installations	601/5929/7	
Level 3 Award in the Principles, Practices & Legislation for the Periodic Inspection, Testing & Condition Reporting of Electrical Installations	601/5930/3	
Level 3 Award in the Combined, Initial Verification & Periodic Inspection, Testing, Condition Reporting & Certification of Electrical Installations	601/5928/5	
Level 3 Award in the In Service Inspection & Testing of Electrical Equipment (formally known as PAT testing)	601/0491/0	
Level 3 Award in the Installing, Testing and Ensuring Compliance of Electrical Installations in Dwellings	601/7876/0	
Level 3 Award in the Installation, Service and Commissioning of Electric Vehicle Charging Equipment in Domestic, Commercial and Industrial locations.	603/4908/6	
LCL Awards Level 2 Award in Electrical Safety Awareness in Social Housing and Residential Dwellings	603/6897/4	
LCL Awards Level 3 Award in the Design, Installation and Commissioning of Electrical Energy Storage Systems	603/7131/6	
LCL Awards Level 2 Award in Electrical Safety Awareness in Social Housing and Residential Dwellings	603/6897/4	
<b>Gas Related</b>		
Level 3 Award in Gas Utilisation Core Skills & Knowledge	600/8170/3	
Level 2 Award in Gas Safety Awareness in Social Housing	601/1724/2	
Level 4 Award in Gas Safety Management in Social Housing	601/1725/4	
Level 2 Award in Gas Safety Awareness in Residential Premises	601/1297/9	
Level 4 Certificate in Gas Safety Management of Plant & Appliances in Non Domestic Premises	601/2942/6	
Level 4 Award in Gas Safety Management in Catering Premises	603/1007/8	
<b>FGas/Refrigeration Qualifications</b>		
Level 3 Award in F-Gas: Install, Service, Maintain, Recovery, Decommission and Leakage Checking of Systems - (Category I)	603/1917/3	
Level 3 Award in F-Gas: Install, Service, Maintain, Recovery, Decommission and Leakage Checking of Refrigerant Systems with a Charge of less than 3kg (6kg if hermetically sealed) - (Category II)	603/1918/5	
Level 2 Award in F-Gas: Recovery of Refrigerant Systems with a Charge of less than 3kg (6kg if hermetically sealed) - (Category III)	603/1919/7	
Level 2 Award in F-Gas: Leakage Checking of Refrigerant Systems -(Category IV)	603/1920/3	
Level 3 Certificate in the Installation, Service and Maintenance of Refrigeration, Air Conditioning and Heat Pump Systems (RACHP)	603/3807/6	
Level 3 Award in Understanding the properties and use of flammable refrigerants in accordance with ACRIB specification (A2L, A2 and A23)	603/3615/8	
Level 3 Award in Oxy-Fuel Brazing within the RACHP sector	603/4118/X	
Level 3 Award in the Installation, Commissioning and Service of Commercial CO2 refrigeration systems	603/7760/4	

<b>RQF Regulated Qualifications (cont)</b>	<b>Qualification Number</b>	<b>Tick</b>
<b>Auditing Qualifications</b>		
Level 3 Award Auditing of a Gas Business's Work Management Procedures	603/1921/5	
Level 3 Award in Auditing of Gas Work	603/1922/7	
<b>Smart Metering Qualifications</b>		
Level 2 Diploma in Smart Metering (Dual Fuel Meters)	601/5845/1	
Level 2 Diploma in Smart Metering (Gas)	601/5837/2	
Level 2 Diploma in Smart Metering (Power)	601/5844/X	
<b>Plumbing</b>		
Level 2 Diploma in Installation & Maintenance of Plumbing & Heating Systems	603/7341/6	
Level 2 NVQ Diploma in the Installation & Maintenance of Plumbing & Heating Systems	603/7342/8	

## LCL Awards Courses

<b>Course Reference</b>	<b>LCL Code</b>	<b>Tick</b>
<b>Electro Technical</b>		
Domestic Electrical Installer	DEI	
Protective Equipotential Bonding of Domestic Gas Meters	PEB1	
Safe Isolation of Domestic Installations	LCSIMEI	
Essential Electrics and Safe Isolation	EESI	
<b>Water and Plumbing</b>		
Legionella Prevention & Water Treatment (Operative and Management)	LPWT	
Water Regulations 1999 – Water Regs UK approved	LCWR	
Hot Water Systems and Safety (Initial and Re-assessment)	HWSS	
<b>Heating</b>		
Underfloor Wet Heating Installer	UFWH	
Foundation Certificate in Basic Heating and Hot Water System Design	HSD1	
<b>Standards of Training in Gas Work</b>		
Gas Safety for Cavity Wall & Loft Insulation Installers	CWII	
Gas Safety for External Cladding Installers	CWLIECI	
<b>Bespoke Centre Design Course (Please list centre devised courses for certification)</b>		

### Section 3

#### LCL Awards – VAT Exemption Reply Form

<b>Organisation Name:</b>	
<b>Telephone Number:</b>	
<b>LCL Awards Approved Centre Number:</b>	

**Please confirm your status by ticking the appropriate box:**

School, University, Sixth Form College, Tertiary College or further education college or other centrally funded higher or further education institution (defined as such under the education Acts) or the governing body of one of these institutions;	
Local authority;	
Government department or executive agency:	
Non-profit making body that carries out duties of an essentially public nature similar to those carried out by a local authority or government department;	
Health authority:	
Non-profit making body that meets the following conditions: <i>A charity; professional body; company limited by guarantee; or an ad hoc group organising specific conferences or training events that cant and doesn't distribute any profits we make; applies any profits that might arise from our supplies of education research or vocational training to the continuance or improvement of such supplies;</i>	

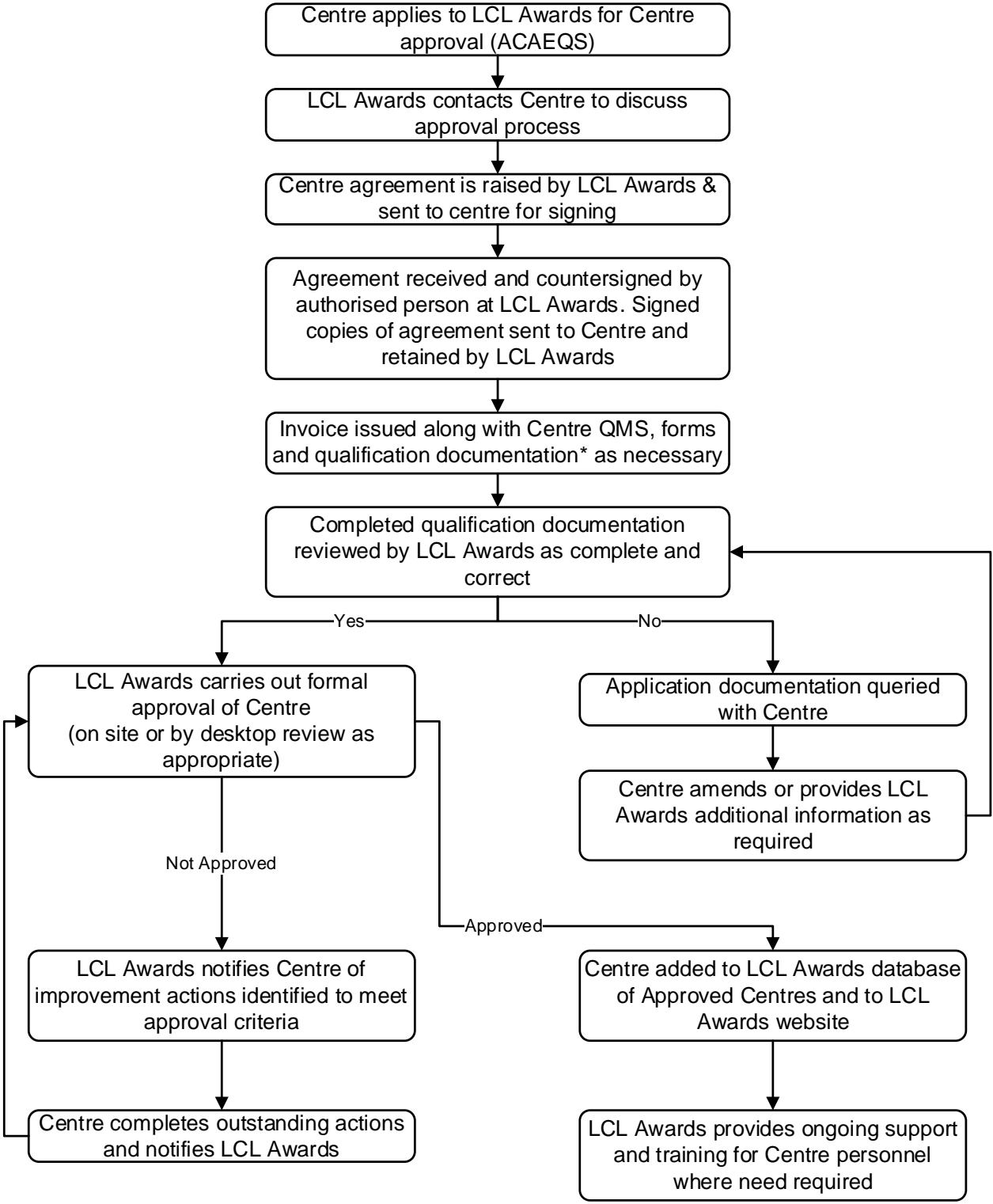
**We are not an eligible body, however:**

We are a commercial provider of vocational training and the consideration payable is ultimately a charge to funds provided pursuant to: <i>Section 2 of the Employment and Training Act 1973, Section 1A of the Employment and Training Act (Northern Ireland) 1950 or Section 2 of the Enterprise and New Towns (Scotland) Act 1990</i>	
We are commercial provider that contracts or sub contracts to provide education or vocational training under one of the governments approved schemes and our services are ultimately funded by: <i>The Young Peoples Learning and Children Act 2009, The Chief Executive of Skills Funding Agency under Part 4 of that Act; or the National Assembly for Wales under Part II of the Learning and Skills Act 2000.</i>	
We are none of the above	

<b>Authorised Signatory:</b>	
<b>Print Name</b>	

<b>Date:</b>	
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**LCL Awards  
Centre Application and Approval Process**



\* Qualification documentation includes:

- Assessor and Internal Verifier Application Form
- Pre-approval audit checklist
- Other scheme approval documentation as required