**Additional requirements to the GQA Qualifications implementation guidance for the GQA Level 1 Award in Construction Health and Safety**

Rationale

This is acknowledged by GQA Qualifications, a number of Awarding Bodies and CITB as a high-risk qualification. For this reason, we have introduced a number of additional requirements where GQA Qualifications feel these are appropriate.

Factors that lead us to implement the additional requirements to existing Centres not currently subject to them, include, but are not limited to the following:

* Sudden increase in numbers
* High % of candidates whose names lead us to believe English may not be their first language
* Information obtained or received from reliable sources, e.g. centre visits, calls to candidates, contact from Site Managers, Employers etc.

What are the additional requirements?

* Centre to provide full information to GQA 1 week ahead of all planned courses by completing the course details form sent by GQA Admin. It is accepted this can often only be a best guess, but the advance information must be as accurate as possible.
* Any course run that GQA was not notified of in advance may not be recognised
* Maximum class size with 1 tutor is 12, where there is an **active and involved** Classroom support person also present this can be increased to a maximum of 24.
* On the day of the planned course, within 1 hour of the planned start time, the Centre must inform GQA Operations Manager of the exact numbers and Centre staff present-contact details will be provided. The information must be sent by email to [sean@gqaqualifications.com](mailto:sean@gqaqualifications.com) **and** text to 07884 433 626
* Late or no notification may mean the course is not recognised
* If anyone leaves during the course GQA Operations Manager must be informed promptly including name, time left and reason for leaving-**text and email as above**
* Any discrepancies between information provided and those actually present should GQA visit may result in action being taken against the Centre
* Centre will record a face to face video interview with each candidate to show their ability to hold a basic conversation in English
* These must be conversational, not a series of closed questions and answers
* Videos must be a minimum of 60 seconds long
* This video must be uploaded to GQA’s online system against the candidate as part of the certificate claiming procedure along with the candidate workbook and H&S test
* Every video and H&S test will be checked by GQA, workbooks will be sampled at a rate appropriate to Centre performance and findings
* Within 72 hours of the course being completed the Centre will inform GQA Operations Manager of pass and fail numbers for the GQA H&S test-**text and email as above**
* Centre will be subject to unannounced visits as well as pre-arranged/planned monitoring visits
* GQA staff must be able to access training sites without delay, any issues may result in actions against the Centre and the course not being recognised

The above additional requirements implemented will stay in place until further notice and may be added to at GQA’s discretion.

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Please see below for additional measures introduced as a result of the impact of Covid-19. These measures are mandatory as we allow centres to commence delivery from May 2nd, 2020 and will remain in place until further notice

* We will still need advance and “on the day” information from you on course details in the same way as before, text and email.
* Social distancing to be observed-although this may be relatively easy in the actual classroom, waiting areas etc. are not so spacious, so you must limit the maximum class size to 6, and always try to minimise mingling etc in breaks and pre and post course-remember you are responsible for their behaviour from start to finish of the course including breaks.
* Hand sanitisers to be readily available for Centre staff and candidates
* Disposable gloves to be worn by Centre staff and candidates

·        It is your call on whether you provide these or ask candidates to bring them along, it would be wise if you had stocks to avoid anyone being turned away on the day.

·        **Please note:** Disposable gloves are not an alternative to hand washing. The virus gets on them in the same way it gets on hands. Also, hands can get contaminated when gloves are taken off and care must be taken to dispose of them safely. Disposable gloves are worn in medical settings, they are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

* We require some form of technology, e.g. Zoom, Microsoft Teams etc via a  live webcam to be on constantly during the day, before, during, at break times, and after the course, that clearly shows the classroom and those present, so I can view the classroom at any time to replace the unannounced visit programme.

·        Information on how to access this must be provided

* H&S tests will be available online only-**if you have not used this before please let me know so we can arrange for this to be added to your Centre and also discuss how you access the tests.**

These are only the minimum requirements, you may have other safeguards in mind, e.g. face masks but we will leave those choices to you but in all cases please ensure you always check reliable sources of information, <https://www.gov.uk/coronavirus>.

Although we do not wish to sound harsh and I am confident you and your candidates will comply with the above, any breach will see the course declared null and void and future delivery suspended.

Your comments on these measures and feedback on any courses you do run are important to us and will help steer our decisions and moves over the next few weeks, but currently these are non-negotiable.

  As always I am happy to discuss the matter with you now or at any point in the future.