



EDUCATION AND TRAINING STANDARDS COMMITTEE FOR WALES



CERTIFICATED EDUCATION AND TRAINING CENTRES SCHEME

- The purpose of the scheme is to approve centres as appropriate for the purpose of providing initial qualification programmes and for the delivery of professional development to full and part-time youth (and/or) community workers.

INTRODUCTION

- The Education and Training Standards Committee for Wales (ETS Wales) is a committee of the Wales Youth Agency.
- ETS Wales is responsible for the professional recognition of programmes that seek to qualify workers in youth and/or community work whose pay scales are linked to the Joint Negotiating Council (JNC) for Youth and Community Workers.
- JNC is the body that negotiates and establishes pay scales in the sector and the ETS Wales operate on their behalf through a memorandum of agreement.

THE CERTIFICATED EDUCATION AND TRAINING CENTRES SCHEME

- The scheme seeks to recognise institutions as approved venues for the delivery of youth and community work training.
- Recognition will facilitate the flexible delivery of a range of youth and/or community work qualifications obviating the need to have 'inspection visits' as a routine part of professional endorsement procedures.

KEY AREAS FOR CONSIDERATION

- Accessibility
- Personal Safety
- Learning Environment

REFERENCES

- Guidelines to the Professional Endorsement of Youth Workers (Wales Youth Agency Sept 2003)
- Guidelines to the Professional Endorsement of Community Development Workers (Wales Youth Agency 2003)

This guide is produced by the ETS Committee Wales, as part of the support offered to youth and community work training by the Wales Youth Agency. The format of the guide is adapted from a model used by the WLGA Syniad Benchmarking Centre whose assistance is gratefully acknowledged.

Further information from:
The Wales Youth Agency
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Caerphilly
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Cyngor Ieuenctid Cymru
Wales Youth Agency



CERTIFICATED EDUCATION AND TRAINING CENTRES SCHEME Good Practice Guide



KEY ACTIVITY	MINIMUM STANDARD	GOOD PRACTICE	BETTER PRACTICE
Accessibility	The main teaching area and appropriate breakout rooms are accessible to individuals with a disability	All public spaces within the centre are accessible to individuals with disabilities	All areas within the centre are accessible to individuals with disabilities and meet the requirements of relevant disability legislation
	A discreet toilet provides appropriate services to individuals with disabilities	Single sex toilets provide appropriate services to individuals with disabilities	Integrated toilets provide appropriate services to individuals with disabilities
Personal Safety	Fire safety equipment conforms to current Home Office guidelines	Fire safety equipment conform to current Home Office guidelines and all staff are routinely trained in their use recorded through approved recording procedures	The use of fire safety equipment is routinely demonstrated to students by trained staff
	Fire safety procedures are discussed routinely with each new cohort of students and are evidenced through approved recording procedures	Fire safety procedures are discussed routinely with each new cohort of students and appropriate levels of staff are available to evacuate staff and students from the building to pre-determined marshalling areas	Fire evacuation procedures are practised with each new cohort of students and appropriate levels of staff are available to escort staff and students from the building to pre-determined marshalling areas
	Supervision of entrances and exits are conducted to maintain security	Security door barriers prevent illegal ingress whilst facilitating emergency evacuation procedures	Security systems protect individuals and their property in all the environs of the centre
Learning Environment	Teaching areas are clean, warm (cool or temperate ?), and furnished appropriately and can accommodate a range of imported audio/visual aids (flipcharts stands, A1 pads and markers, OHP, transparencies and pens, white boards and markers, computer generated projectors etc)	Teaching areas are clean, warm (cool), and furnished appropriately and have access to a range of audio/visual aids from a central resource area	Teaching areas are clean, warm (cool), and furnished appropriately and are equipped with a range of audio/visual aids

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Teaching areas are complimented by access to 'break out areas' for small group work

Teaching areas are complimented by access to 'break out areas' for small group work which can accommodate a range of imported audio/visual aids (flipcharts stands, A1 pads and markers, OHP, transparencies and pens, white boards and markers, computer generated projectors etc)

Teaching areas are complimented by access to 'break out areas' which are fully equipped with a range of audio/visual aids

PLEASE COMPLETE A FORM FOR EACH CENTRE YOU WISH TO BE RECOGNISED AS A CERTIFIED EDUCATION AND TRAINING CENTRE

1 Name of Organisation _____

2 Name of Centre _____

3 Postal Address _____

4 Postcode _____

5 Telephone _____ / _____

6 Owners of Centre _____

7 Please evaluate the standard of the Centre in each of the indicated key activity areas (utilising the good practice guide overleaf) and tick the appropriate box. Briefly indicate in the evidence (expandable) box the sources of evidence you drew upon in making your decision.

Better Practice: Good With Outstanding Features
 Good Practice: Good Features With No Important Shortcomings
 Minimum Standard: Good Features Outweigh Shortcomings

Key Activity	Minimum Standard	Good Practice	Better Practice	Evidence
1. Accessibility				
2 Personal Safety				
3. Learning Environment				

Overall Grading of Centre: Tick appropriate box

Minimum Standard: Good Features Outweigh Shortcomings	Good Practice: Good Features With No Important Shortcomings	Better Practice: Good With Outstanding Features

For centres that are graded as 'Minimum Standard' please submit an additional action plan that identifies with a clear time frame how the identified shortcomings of the centre will be addressed to improve its grading

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Conditions:

I _____(insert full name), of _____(insert full name of employing organisation) confirm that the centre named above (indicated in section two of the application form) :-

- (i) has been the subject of routine, risk assessment procedures undertaken by appropriately trained staff who are employed (this includes volunteers) by the organisation indicated in section one of the application form (not necessarily the owner of the building) to comply with relevant Health and Safety legislation
- (ii) has been approved as having appropriate fire and emergency equipment, notices and procedures that conform to Home Office standards
- (iii) conforms to the requirements of equal opportunity legislation (including SENDA) in terms of access
- (iv) is the subject of adequate insurance cover (including third party risks) for the protection of staff and students attending courses at the centre
- (v) has been graded appropriately by a suitably qualified officer and (in the case of a Minimum Standard, overall grading) has been the subject of remedial action planning and the action plan has been attached to this submission.

Signature _____

Status (job title) _____

Date ____/____/200____

COMPLETED FORMS SHOULD BE FORWARDED TO :

The Secretary to the Education and Training Standards Committee for Wales

CymruThe Wales Youth Agency
Court Leslie
Lon-y-Llyn
Caerphilly
CF83 1BQ

Disclaimer:

Approval of a centre under this scheme should not be used to indicate that the owner has complied with relevant legislation associated with health and safety, third party risks and equal opportunities. No officer or management board member can be held responsible for any claims or prosecutions resulting from the use of the centre by staff or students. The title of approved centre is conferred upon the training agency utilising the centre not the organisation in ownership of the centre if they are different. The name and logos of the Wales Youth Agency and the Education and Training Standards Committee for Wales can only be used in publicity material with the prior permission of the Chief Executive Officer of the Wales Youth Agency.