

CPCAB Tutor Standardisation Terms and Conditions

As a CPCAB approved tutor you are required to attend one of the free CPCAB standardisation training days either before or during your first delivery of the course. You must then attend a standardisation training session at least once every two years and receive 'cascade' training from a colleague in the intervening year.

- **ELSK-L2 & USM-L2** - Tutor/trainers teaching these qualifications **do not need to attend** standardisation training as these qualifications are directly verified by CPCAB.
- **ICSK-L2** – All new tutors teaching this qualification **MUST** attend a standardisation training day before or during their first delivery of the qualification but they do not need to attend again each subsequent year.
- **CSK-L2** and all qualifications at Level 3 and above:
 - **Centres responsibility** – Centres must send all new tutors and at least one experienced tutor **MUST** attend a standardisation training day every year and 'cascade' the training to the tutors not attending.
 - **Tutors responsibility** – All new tutors must attend a training session in their first teaching year. Tutors are then required to attend once every two academic years provided the training is 'cascaded' to them by their attending colleague in the intervening year i.e. attend training every other academic year. If the tutor is working solely at a centre they will be required to attend every year.

Failure to attend a mandatory standardisation training day could result in that tutor's internal assessments being declared invalid.

In the event of non-compliance, where a centre has not met CPCAB's minimum requirements for tutor standardisation, one of the following options must be taken up:

- the centre should invite a member of the CPCAB standardisation team to provide an additional online training session for their tutors (please see the [CPCAB Fees Document](#) for details of charges which will be made to the centre); or
- the centre should employ a CPCAB standardised tutor from another centre to carry out internal assessment; or
- the centre should employ a CPCAB standardised tutor from another centre to carry out cascade training and the cascade form is completed and returned to CPCAB for their records.

Please note

A charge will be made to a training centre for the non-attendance of a tutor who has booked a place and has not cancelled (a week before the training) or failed to attend on the day. This fee covers the cost of resources needed to facilitate these sessions. (please see the [CPCAB Fees Document](#) for details of charges which will be made to the centre).

Cascade Training

- All tutors at a centre that have not attended a training day in the current academic year MUST have the training 'cascaded' to them by their attending colleague. The 'Confirmation of Cascade Training' form must be completed by the tutor delivering cascade training and signed by each attending tutor. This document should be filed at the centre. Please click here for a copy of the CPCAB form [CPCAB Standardisation cascade training](#)
- The external verifier will ask to see this form at their visit and will also sign the form to confirm cascade training has taken place. The external verifier will also confirm in their visit report whether or not tutors have met CPCAB standardisation requirements and communicate this back to head office.