

Applying to Deliver the Competent Person in the Workplace (CPIW)* L3 Qualification with SFJ Awards



The qualification purpose is outlined below:

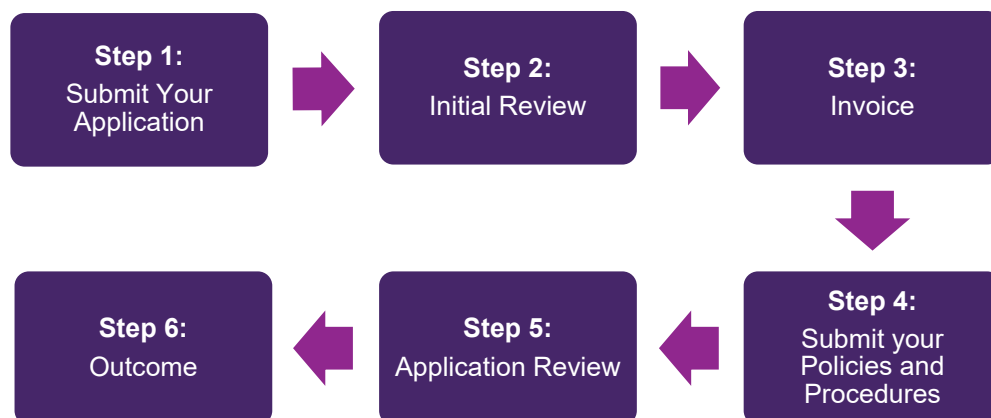
“Learners will gain an understanding of the methods used by terrorists, how to assess the likelihood of such threats, and what mitigation strategies are available. They will also learn how to apply these strategies effectively. Additionally, they will recognise the limits of their own expertise and understand when and how to seek advice or support from specialist professionals.”

Background

SFJ Awards are working in partnership with the National Counter Terrorism Security Office (NaCTSO) to develop a Level 3, Ofqual-regulated qualification. The CPIW qualification is designed to help organisations design and develop suitable counter terrorism protective security and preparedness plans and mitigations. The qualification will be open to any person or organisation operating in any sphere.

Getting approval to deliver

Approval to deliver the **CPIW qualification** with SFJ Awards follows a **two-stage approval process**. This will allow us to speed up Centre applications once the qualification-specific details have been finalised. Please do not use this route if you intend to apply for any other SFJ Awards qualification.



- **Stage 1 – Centre Recognition:** This stage confirms that your organisation meets the requirements to become an SFJ Awards Centre. **Stage 1 is now open for applications.**
- **Stage 2 – Qualification Approval:** This stage confirms that your Centre is ready to deliver the CPIW qualification. **Stage 2 will open in late autumn 2025.**

You must first complete **Stage 1 – Centre Recognition** before progressing to Stage 2 unless you are already an SFJ Awards Centre.

Stage 1: Centre recognition – how to apply

Follow the steps below to apply for Centre Recognition:

Step 1:	Submit Your Application Complete the Centre Approval Application Form and the Finance Form and send them to SFJ Awards.
Step 2:	Initial Review We will carry out pre-approval checks to make sure everything is in order. We'll then let you know within 10 working days whether we will proceed with your application.
Step 3:	Invoice We will send you a £400 invoice for the stage 1 process. Once the invoice has been paid, we will move to step 4.
Step 4:	Submit your Policies and Procedures We will ask you to submit the policies and procedures that support your application (you may wish to submit these at stage 1 to speed up the application process).
Step 5:	Application Review One of our Expert External Quality Assurers (EQAs) will review your submission in more detail.
Step 6:	Outcome We will get in touch to confirm one of the following outcomes: <ul style="list-style-type: none"> ✅ Approved: You have successfully completed Stage 1 and will become an approved SFJ Awards Centre once you have signed your Centre Agreement. ✏️ More Information Needed: We need additional information from you before we can approve the application. ❌ Declined: Unfortunately, your application has not been successful.

Centre staff competence

Trainers / Assessors

Trainers / Assessors must be able to demonstrate consistent application of the skills and the current supporting knowledge and understanding in the context of a recent role directly related to the qualification unit(s) they are assessing as a practitioner, trainer or manager. Where assessors are assessing knowledge-based qualifications, they must be occupationally knowledgeable in the sector they are assessing in.

Trainers / Assessors must be able to make valid, reliable and fair assessment decisions. To demonstrate their competence, we expect assessors to be:

- qualified with a recognised trainer or assessor qualification, or working towards a recognised qualification or relevant experience
- have appropriate counter-terrorism (CT) experience in relation to CT Protective Security, CT Preparedness and CT Risk Assessing*

However, there may be circumstances when trainers or assessors have the equivalent competence through training to appropriate national standards, and SFJ Awards will agree this on a case-by-case basis.

*Should further subject matter expertise be required there may be an opportunity to join a subject specific training course delivered by NaCTSO within a limited time period.

Internal Quality Assurance

IQAs must be occupationally knowledgeable across the range of units for which they are responsible prior to commencing the role. Due to the risk-critical nature of the work, particularly in the justice, community safety and security sectors, and the legal implications of the assessment process, they must understand the nature and context of the assessors' work and that of their learners. This means that they must have worked closely with staff who carry out the functions covered by the qualifications, possibly by training or supervising them, and have sufficient knowledge of these functions to be able to offer credible advice on the interpretation of the units. To demonstrate their competence, IQAs must be:

- qualified with a recognised internal quality assurance qualification, or
- working towards a recognised internal quality assurance qualification.

However, there may be circumstances when IQAs have the equivalent competence through training to appropriate national standards, and SFJ Awards will agree this on a case-by-case basis.

Important Information

- The **application fee is non-refundable**.
- If we request more information, you must send it to us **within 10 working days**.
- If your second submission is still not sufficient, or if we don't receive the required information within 2 weeks, **your application will be declined**.

If you have any questions during the process, please don't hesitate to contact us. We're here to help. You can contact us using the following details:

info@sfjawards.com

0114 284 1970