

# Level 3 Award in Counter-Terrorism Protective Security and Preparedness (endorsed by NaCTSO)



## Your path to delivering this qualification

### Background

SFJ Awards, in partnership with the National Counter Terrorism Security Office (NaCTSO), have developed this Level 3 Ofqual regulated qualification. The qualification (formerly Competent Person in the Workplace or CPIW) is designed to help venues, sites and organisations design and develop suitable counter-terrorism protective security and preparedness plans and mitigations. The qualification is open to any person or organisation operating in any sphere.

### Purpose

*“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.”*

### Becoming approved to deliver

Getting approval to deliver this qualification is designed to be clear and straightforward. The steps you need to complete depend on whether you are new to SFJ Awards or already an approved centre.

#### ➤ **New centres – Route 1**

If you are not currently approved to deliver qualifications with SFJ Awards, you'll follow Route 1. This guides you through the full centre approval process and typically takes 4–6 weeks from submission to decision.

#### ➤ **Existing centres – Route 2**

If you are already an SFJ Awards approved centre, you'll follow Route 2. This is a streamlined process focused only on what's needed to add this qualification to your existing approval, keeping things quick and proportionate.

Whichever route applies, our team will support you throughout the process to help you move forward with confidence.

**Two routes, one destination – see the next pages to get started**

## Route 1: New centres

<b>Step 1:</b>	<b>Speak to our business development team</b> Contact a member of our business development team, who will guide you through the onboarding process and provide the relevant resources to support you in starting your centre approval journey.
<b>Step 2:</b>	<b>Submit your application</b> Complete the <b>Stage 1 application form</b> , <b>Stage 2 application form</b> and <b>Finance Form</b> provided to you by our business development team and send them to us to review.
<b>Step 3:</b>	<b>Initial review</b> We will carry out internal <b>pre-approval checks</b> to make sure everything is in order. We'll then let you know within <b>10 working days</b> whether we will proceed with your application.
<b>Step 4:</b>	<b>Invoice</b> We will send you a £795 invoice for the centre approval process.
<b>Step 5:</b>	<b>Submit your policies and procedures</b> We will ask you to submit the policies and procedures that support your application. <b>These may be submitted earlier</b> (for example at Step 2) to help speed up the process.
<b>Step 6:</b>	<b>Application review</b> A member of our team will carry out a detailed review of your submission, and the outcome will be confirmed within <b>20 working days</b> .
<b>Step 7:</b>	<b>Outcome</b> We will contact you to confirm one of the following outcomes: <ul style="list-style-type: none"> <li>• <input checked="" type="checkbox"/> <b>Approved</b>: Your application has been successful, and you will become an SFJ Awards approved centre once you have signed your centre agreement.</li> <li>• <input type="checkbox"/> <b>More Information Needed</b>: We need additional information from you before we can approve the application.</li> <li>• <input checked="" type="checkbox"/> <b>Declined</b>: Unfortunately, your application has not been successful.</li> </ul>

## Route 2: Existing centres

<b>Step 1:</b>	<b>Submit a Qualification Approval Form</b> Complete and submit the <b>Stage 2 application form</b> , including details of the staff you intend to use and the venues where delivery will take place.
<b>Step 2:</b>	<b>EQA review</b> An External Quality Assurer will review your submission, including staff competence to deliver the qualification and your processes for ensuring the suitability of venues.
<b>Step 3:</b>	<b>Outcome</b> We will contact you to confirm one of the following outcomes: <ul style="list-style-type: none"> <li>•  <b>Approved:</b> You may now deliver the Level 3 Award in Counter-Terrorism Protective Security and Preparedness.</li> <li>•  <b>More Information Needed:</b> We need additional information from you before we can approve the application.</li> <li>•  <b>Declined:</b> Unfortunately, your application has not been successful.</li> </ul>

## 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](mailto:info@sfjawards.com)

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