SVS
Smart Validation Services

svsgateway.com

Terms of Use

The SVS Validation Passport is a simple, easy to access, visual demonstration of an individual's competence, knowledge and/or skills. The Passports securely holds video footage, certificate information and personal information, it can be built on over time to provide a living CV and record of an individual's validated skills, knowledge and competencies.

Once approved you will have access to the SVS Gateway platform where you will be able to register individuals and upload the specified validation requirements which will then be professionally validated by the SVS team of validators. When a validation is approved an individual's Validation Passport is instantly updated enabling employers and potential employers to view the uploaded evidence.

1. **SVS Centres**
   - Your organisation must become an SVS centre before you can offer SVS Passports and validations for qualifications, courses or CPD that you deliver
   - Validation Specifications identify the specific requirements for validations that are available
   - Validation Specification Requests must be submitted by an SVS Centre for any new validations

2. **Applying to become an SVS Centre**

   Prospective SVS centres must complete the online centre application form at SVS Validation Passport - Become an SVS Centre to deliver Individual Passports (svscompetency.com)

   Centre Application:

   2.1 Full application approves a centre to submit validation requests for:
   - Competency, through qualifications
   - Courses
   - CPD

   You are confirming that you have everything in place and in line with AO and regulatory requirements to deliver and assess regulated qualifications. It is the Head of Centre's responsibility to confirm that your organisation meets all AO and regulatory requirements. The Full application also enables your organisation to submit validations for courses and/or CPD delivered through your centre.

   2.2 Course/CPD application if you are not approved to deliver qualifications through an awarding organisation and intend to submit validations for courses and CPD only.

   All fields on the application forms are mandatory and the head of centre/organisation must confirm all details submitted on the form.

3. Invoicing

3.1 Charges

3.1.1 Centre fees
A one-off fee invoiced at the time of application must be paid in full prior to approval as an SVS Approved Centre. The approval fee includes validation services for the listed qualifications and/or courses/CPD at the time of application.
*All Fees listed are +VAT
- Full applications, includes qualification, course and CPD validations - £500*
- Courses/CPD applications, includes course and CPD validations only - £250*

3.1.2 Validation Specification Requests
Application requests from SVS centres for validations for qualifications, courses or CPD Activity submitted to SVS after approval must be accompanied by full information about the proposed validation.
Requests for validation specifications after centre approval £125* per course/CPD

3.1.3 Validation Passport
- A one-off fee of £35* invoiced at the time an Approved Centre registers an individual with SVS.
- On payment of the invoice the individual's Validation Passport will be released, it is the centre's responsibility to inform the individual that their Passport is available online.

3.1.4 Validations
- For each validation submitted a fee of is charged when an Approved Centre applies for the validation:
  - Qualifications £35*
  - Courses £15*
  - CPD Activity £15*
- An administration fee of £20* will be charged if SVS deems that submitted validation evidence does not meet requirements and must be re-submitted more than 3 times.
- Validations will only be released to an individual's Validation Passport when all outstanding fees for the individual have been paid and all requirements have been met.

3.2 Payment of Invoices
3.2.1 All invoices must be settled within 30 days of receipt by an SVS centre, delay in settlement will result in delays to validations.

4. **Validations**

All validation requirements are published on a Validation Specification which sets out what must be uploaded to the SVS system and which formats are required for the submissions.

It is the responsibility of the SVS Centre to ensure that all validation requirements for an individual are submitted on the svsgateway.com platform. Validation will only be carried out when all validation requirements have been uploaded and outstanding monies have been paid.

The decisions made by the SVS Validation Team are final.

4.1 Competency Validations
- SVS validations demonstrate an individual's skills/knowledge/competency
- The individual's Assessor for the qualification they are undertaking is responsible for ensuring that all uploaded recordings meet the specified requirements as published on the Validation Specification for the qualification
- A copy of the individual's qualification certificate must be uploaded to confirm achievement

4.1.1 Recording requirements
a. each recorded element must include the individual stating their name and the course title
b. each recording must not exceed 3 minutes
c. recordings must be in the correct formats – formats are listed on the svsgateway.com platform
d. it is the responsibility of the individual's Assessor to ensure that all validation requirements are met

4.1.2 Document requirements
a. all documents submitted as evidence must include the individual's name and the title of the qualification being undertaken

4.2 Course Validations
- SVS validations demonstrate an individual has attended a course and achieved the course aims
- The SVS Approved Centre is responsible for ensuring that uploaded evidence meets the specified requirements as published on the Validation Specification for the course

4.2.1 Recording requirements
a. each recorded element must include the individual stating their name and the course title
b. each recording must not exceed 3 minutes
c. recordings must be in the correct formats – formats are listed on the svsgateway.com platform
d. it is the responsibility of the Course Facilitator to ensure that all validation requirements are met

4.2.2 Document requirements
a. all documents submitted as evidence must include the individual's name and the title of the course attended

4.3   CPD Validations
- SVS validations demonstrate an individual has completed a CPD activity
- The SVS Approved Centre is responsible for ensuring that the uploaded evidence meets the specified requirements as published on the Validation Specification

4.3.1   Recording requirements
  a. each recorded element must include the individual stating their name and the course title
  b. each recording must not exceed 3 minutes
  c. recordings must be in the correct formats – formats are listed on the svsgateway.com platform
  d. it is the responsibility of the SVS Centre to ensure that all validation requirements are met

4.3.2   Document requirements
  a. all documents submitted as evidence must include the individual's name and the title of the course attended

5.   Validation Specification Requests
A Validation Specification Request Form must be submitted to SVS by an SVS Centre for any proposed new qualification, course or CPD validation.

Full details of a proposed validation must be provided to enable SVS to verify the request. A separate application must be made for each validation request.

Once reviewed and approved by an SVS Validator the Validation Specification will be added to the SVS Centre's svsgateway.com platform for use by that Centre.