

# Parking Qualifications

## CIWM (WAMITAB) Level 3 Award in Notice Processing

### About this qualification

This qualification has been specifically developed for those who work or want to work in an office-based parking role within the UK private or public parking industry.

You will develop the knowledge and skills required for employment and progression within this vital industry.

### Who is it for?

- New entrants to the parking industry
- Experienced workers seeking a formal qualification

### How is this qualification delivered?

This qualification is assessed using a range of assessment methods including assignments and portfolio of evidence.

### What does this qualification cover?

To achieve this qualification, learners must complete the mandatory unit (an introduction to notice processing and information management) and then choose from four optional group to achieve the remaining one unit:

- Optional group 1: process penalty charge notices and respond appropriately to challenges, representations and appeals (England and Wales only).
- Optional group 2: process penalty charge notices and respond appropriately to challenges, representations and appeals (Scotland only).
- Optional group 3: notice processing requirements for parking enforcement on private land (England and Wales only).
- Optional group 4: notice processing requirements for parking enforcement on Private Land (Scotland only).

## What are the entry requirements of this qualification?

This qualification is open entry. This means that learners interested in undertaking the CIWM (WAMITAB) Level 3 Award in Notice Processing do not require any other qualifications or levels of attainment to take this qualification.

## What job role could this qualification lead to or support?

This qualification could have significant benefits for the parking workforce as it will act as a gateway for opportunities for career progression or further education by building the confidence of employees and demonstrating that their skills have value. This qualification is ideal for those employed in the following job roles:

- Notice Processors
- Notice Processing Officers

## General Information

**Guided Learning Hours:** 38\* \*this is the amount of time the average learner is expected to spend in supervised learning and practice, but may vary by learner

**Maximum Total Qualification Time:** 53\* \*this is the guided learning hours, plus the amount of time the average learner will spend in unsupervised practice and study, but may vary by learner

**Ofqual Number:** 601/1941/X

**CIWM Code:** NPA3, NPB3, NPC3, NPD3

**Assessment:** range of methods available

**Specimen Assessment Materials:** None available for this qualification.

**Languages:** Qualification materials are available from CIWM in English.

**Available in the following countries:** England, Scotland and Wales

## Qualification Structure

Learners must complete a minimum of two units to achieve the qualification. This should be made up of the mandatory unit and an optional unit from the learner's chosen pathway:

### Mandatory Units

Ofqual Code	Title	Level	CIWM Unit Code
J/505/7514	Introduction to Notice Processing and Information Management	2	L3NP1

**Optional Group 1**

Ofqual Code	Title	Level	CIWM Unit Code
L/505/7515	Process Penalty Charge Notices and Respond Appropriately to Challenges, Representations and Appeals (England & Wales Only)	3	L3NP2

**Optional Group 2**

Ofqual Code	Title	Level	CIWM Unit Code
R/505/7516	Process Penalty Charge Notices and Respond Appropriately to Challenges, Representations and Appeals (Scotland Only)	3	L3NP3

**Optional Group 3**

Ofqual Code	Title	Level	CIWM Unit Code
Y/505/7517	Notice Processing Requirements for parking enforcement on Private Land (England & Wales Only)	3	L3NP4

**Optional Group 4**

Ofqual Code	Title	Level	CIWM Unit Code
D/505/7518	Notice Processing Requirements for parking enforcement on Private Land (Scotland Only)	3	L3NP5