

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

What does this course cover?

To achieve this qualification, learners must complete a minimum of 6 credits by completing the mandatory unit (2 credits) an introduction to notice processing and information management.

Learners must then choose from four optional group (4 credits) to achieve the remaining:

- **Optional group 1:** process penalty charge notices and respond appropriately to challenges, representations and appeals (England, Wales and Northern Ireland 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 and Northern Ireland only).



This qualification was developed in partnership with the British Parking Association:



What are the entry requirements of this qualification?

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

The UK parking profession employs approximately 82,000 people (with 87% of these people employed in the private sector) in a wide range of occupations, compared to 569,000 people across Europe. This qualification is ideal for those employed in the following job roles:

- Notice Processors
- Notice Processing Officers

Effective traffic and parking management is essential to support the sustainable growth of the UK economy as there are currently 34.5 million licensed vehicles on the roads (Juggins, 2013). Most of these vehicles spend more than 90% of the time in a car park, on the side of the road, at a station or in a garage (Juggins, 2013).

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*

Credits: 6

Ofqual Number: 601/1941/X

WAMITAB Code: NPA3, NPB3, NPC3, NPD3

Assessment: range of methods available

Available in the following countries: England, Northern Ireland, Scotland and Wales

Qualification Structure

Candidates must complete a minimum of 6 credits to achieve the qualification. This should be made up of:

Mandatory Units

Title	Level	Credits	WAMITAB Unit Code
Introduction to Notice Processing and Information Management	2	2	L3NP1

Optional Group 1

Title	Level	Credits	WAMITAB Unit Code
Process Penalty Charge Notices and Respond Appropriately to Challenges, Representations and Appeals (England, Wales & Northern Ireland Only)	3	4	L3NP2

Optional Group 2

Title	Level	Credits	WAMITAB Unit Code
Process Penalty Charge Notices and Respond Appropriately to Challenges, Representations and Appeals (Scotland Only)	3	4	L3NP3

Optional Group 3

Title	Level	Credits	WAMITAB Unit Code
Notice Processing Requirements for parking enforcement on Private Land (England & Wales Only)	3	4	L3NP4

Optional Group 4

Title	Level	Credits	WAMITAB Unit Code
Notice Processing Requirements for parking enforcement on Private Land (Scotland & Northern Ireland Only)	3	4	L3NP5