**Centre Recognition Form**

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| Part A: About the Centre | | |
| A1 Centre Information | | |
| Centre Name | …………………………………………. | |
| Centre Address | …………………………………………. | |
| Company Registration Number | …………………………………………. | |
| Telephone Number | …………………………………………. | |
| Website | …………………………………………. | |
| Territory seeking Centre Recognition approval | Please Select | |
| *\*If other, please specify* | …………………………………………. | |
| Centre Contact Name | …………………………………………. | |
| Centre Contact Email Address | …………………………………………. | |
| Invoice Address  *If different from above* | …………………………………………. | |
| Certificate Delivery Address  *If different from above* | …………………………………………. | |
| Type of Education Provider | Please Select | |
| State the number of years trading | …………………………………………. | |
| Will you be bringing overseas learners to the UK? | Please Select | |
| *\*If yes, is the Centre on the Register of Sponsors Licensed Under the Points-Based System?* | Please Select | |
| *\*\*If yes, is the Centre accredited by any of the following? (Tick any that apply)* | ASIC  BAC  BC | |
| How did you hear about Ascentis? | Please Select | |
| *\*If other, please provide details* | …………………………………………. | |
| When your learners achieve an Ascentis qualification, an E-Certificate will be issued. Paper based certificates can also be issued for all achieving learners at your Centre, if required. | | |
| Format of certificates to be issued | Please Select | |
| A2 Funding Arrangements | | |
| A2.1 Are you registered / applying to register with the Education & Skills Funding Agency (ESFA) to tender for funding to provide education and training? | | Please Select |
| A2.2 Is the Centre in receipt of ESFA funding? | | Please Select |
| A2.3 What funding does the Centre use?  *Please tick all that apply* | 14 to 16  16 to 19  Statutory Level 2 and level 3 Entitlements for Adults aged 19 to 23  Statutory Adult English and Maths Entitlements  Statutory Adult Digital Entitlement  Qualifications in the ESFA funded AEB local flexibility offer  Advanced Learner Loans  Level 3 Free Courses for Jobs  Other\* | |
| *\*If other, how is the Centre proposing to fund the provision?* | …………………………………………. | |
| A3 Contact Names | | |
| A3.1 Please provide contact details of Staff with responsibility for Quality Assurance, Strategic and Operational Management and Coordination of the proposed provision. | | |
| Senior / Quality Manager | Name | Telephone |
| Position | Email |
| Examinations Officer | Name | Telephone |
| Position | Email |
| Finance Manager or equivalent | Name | Telephone |
| Position | Email |
| Data Protection Officer | Name | Telephone |
| Position | Email |
| A3.2 Every Ascentis Centre is required to have in place one member of staff to act as their Ascentis Quality Nominee or Access to HE Coordinator. This person will act as co-ordinator for Ascentis qualifications for Quality Assurance and compliance purposes.  The Quality Nominee / Access to HE Coordinator should have sufficient seniority within the Centre to allow them to oversee all quality processes in connection with the delivery, assessment, and internal quality assurance of all Ascentis qualifications. This may be, for example, a Quality Manager. The Quality Nominee / Access to HE Coordinator will be required to complete an annual declaration on behalf of the Centre, confirming that all the appropriate policies are in place and that staffing requirements are met. | | |
| Quality Nominee / Access to HE Coordinator | Name | Telephone |
| Position | Email |
| A3.3 A *maximum* of three contacts at the Centre will be Parnassus Centre Users and will be responsible for managing and modifying internal users and roles for staff within the Centre. Parnassus is the Ascentis Customer Portal. | | |
| Parnassus Centre User | Name | Telephone |
| Position | Email |
| Parnassus Centre User  *If applicable* | Name | Telephone |
| Position | Email |
| Parnassus Centre User  *If applicable* | Name | Telephone |
| Position | Email |
| A4 Policy Statements and Procedures | | |
| The Centre has the relevant arrangements and documentation in place relating to the following policies and procedures and will advise learners and staff about these.  The Centre is required to make available, upon request from Ascentis Staff, policies and procedures required to support the delivery, assessment, and internal quality assurance & moderation at the Centre. | | |
| Access to Fair Assessment Statement / External Assessment Policy | | Please Select |
| Appeals and Complaints Policy for learners | | Please Select |
| Equal Opportunities and Diversity Policy | | Please Select |
| Health and Safety Policy | | Please Select |
| Internal Quality Assurance Policy | | Please Select |
| Malpractice, Maladministration and Plagiarism Policy | | Please Select |
| Reasonable Adjustments & Special Consideration and Extenuating Circumstances Policy | | Please Select |
| Conflict of Interest Policy | | Please Select |
| Conduct of assessment / externally set assessment policy | | Please Select |
| Contingency Plan\*\* | | Please Select |
| *\*All policies must be in place before approval can be granted.*  *\*\*The contingency plan must safeguard the interests of the learners and ensure that they receive continuity in their programme of learning, should any problems or emergencies arise. E.g., Cyber-attack, fire alarm, bomb threat, etc.* | | |
| A5 Existing recognition with other Awarding Organisations (AOs) or Access Validating Agencies (AVAs) | | |
| A5.1 Complete the table below if your Centre has been recognised by any AO or Standards Agency for the delivery of Ofqual / QW / CCEA regulated qualifications, or any AVA for Access to HE Diploma qualifications. | | |
| Name of Organisation | Type of qualification(s) offered | Status |
| …………………………………………. | …………………………………………. | …………………………………………. |
| …………………………………………. | …………………………………………. | …………………………………………. |
| …………………………………………. | …………………………………………. | …………………………………………. |
| …………………………………………. | …………………………………………. | …………………………………………. |
| …………………………………………. | …………………………………………. | …………………………………………. |
| A5.2 Has your organisation previously been refused approval by another AO or had your approval status withdrawn? | | Please Select |
| *\*If yes, please provide details* | …………………………………………. | |
| A6 Partnership Organisation(s) & Additional Satellite Sites | | |
| A6.1 Details of Partnership Organisation(s) (Ofqual / QW / CCEA regulated & non-regulated provision **only**) | | |
| Does the Centre intend to work in partnership with any other organisation(s) for the delivery of Ascentis Ofqual / QW / CCEA regulated qualifications?  *Please note that Access to HE Centres are not permitted to sub-contract any part of its responsibilities for the delivery assessment and quality assurance of the provision for which it is approved.* | | Please Select |
| *\*If yes, I confirm there is a Partnership agreement in place.* | | Please Select |
| Name of Partnership Organisation | …………………………………………. | |
| Address | …………………………………………. | |
| Contact Name | …………………………………………. | |
| Job Title | …………………………………………. | |
| Telephone Number | …………………………………………. | |
| Email Address | …………………………………………. | |
| Role and responsibilities of Partner Organisation | …………………………………………. | |
| 6.2 Details of Satellite Site(s) | | |
| Will the provision be delivered over multiple satellite sites? | | Please Select |
| *\*If yes, please provide details* | …………………………………………. | |
| Name of Satellite Site(s) | …………………………………………. | |
| Address | …………………………………………. | |
| Contact Name | …………………………………………. | |
| Telephone Number | …………………………………………. | |
| Email Address | …………………………………………. | |
| Role and responsibilities of Satellite Site | …………………………………………. | |
| Will your Centre use these additional sites to conduct Externally Set Assessments? | | Please Select |
| *\*If yes, please state how you intend to manage the security of assessment materials and conduct of assessment across the sites.* | …………………………………………. | |
| Is the additional site operated by a different education / training provider?  *\*If yes, please attach written consent from the operating organisation, confirming authorisation to use their premises for assessment purposes.* | | Please Select |

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| Part B: Rationale for Centre Recognition | | |
| B1 Recruitment Strategy | | |
| B1.1 Who is the Centre’s target group for its provision? | | |
| …………………………………………. | | |
| B1.2 How has the Centre established that there is a demand for the provision in the local area? | | |
| …………………………………………. | | |
| B1.3 Provide details of any consultation with or links to employers. | | |
| …………………………………………. | | |
| B1.4 In what way is the recruitment process able to identify suitable learners e.g., what diagnostic assessment tools are used for initial assessment against the requirements of the qualifications, including recognition of prior learning and achievement where appropriate? | | |
| …………………………………………. | | |
| B1.5 Does the Centre have plans for recruitment of overseas learners? | | Please Select |
| *\*If yes, please consider the below requirements and provide further details.*  *Please note that all registered Access to HE learners must have a UK address. Additionally, learners should understand (before registration) that the award of an Access to HE Diploma does not provide guaranteed entry to UK HE programmes. Providers should also note that courses that are designed to be delivered by distance or online learning may be more accessible to learners not based in the UK therefore, providers should have systems in place to ensure that only learners with a UK address are registered for an Access to HE Diploma.* | | |
| …………………………………………. | | |
| B2 Induction, Information, Advice and Guidance (IAG) | | |
| B2.1 What is the process of induction and IAG for the learner’s programme of study prior to the start of the qualification? | | |
| …………………………………………. | | |
| B2.2 Information, advice and guidance will be provided to learners about all relevant policy and procedures. | | Please Select |
| B2.3 Who will undertake IAG of learners? | | |
| …………………………………………. | | |
| B2.4 Are any options available for learners that don't yet meet entry requirements to undertake study? | | |
| …………………………………………. | | |
| B3 Assessments | | |
| B3.1 How are the learners provided with a clear assessment plan that facilitates them to make progress through their chosen qualification? | | |
| …………………………………………. | | |
| B3.2 What range of valid assessment methods, including the use of electronic systems where e-assessment is taking place, are used? | | |
| …………………………………………. | | |
| B3.3 The Centre will deliver courses in accordance with the requirements of the definitive qualification specifications and documentation. | | Please Select |
| B3.4 There are suitable arrangements to administer exams to ensure compliance with controlled assessment conditions & Ascentis’ formal examination regulations if applicable. | | Please Select |
| B4 Learner Support | | |
| B4.1 How do you identify any learners with additional needs within the Centre? | | |
| …………………………………………. | | |
| B4.2 What support is available for learners with additional needs? | | |
| …………………………………………. | | |
| B5 Learner Review | | |
| B5.1 Are opportunities provided to learners to review their progress and goals? | | Please Select |
| B5.2 Are procedures in place to review and revise assessment plans accordingly? | | Please Select |
| B5.3 Learners will receive regular verbal and written feedback after assessment. | | Please Select |
| B6 Facilities and Resources | | |
| Centres are required to provide resources (including staffing) and facilities to the appropriate standard for the provision being offered. | | |
| B6.1 The Centre has sufficient and appropriate facilities and resources for the qualifications offered. | | Please Select |
| B6.2 Describe the resources and facilities for teaching and assessment. E.g., formal exam spaces, practical workshops, and IT equipment. | | |
| …………………………………………. | | |
| B6.3 Are these facilities and resources available and accessible to all learners? | | Please Select |
| B7 Data Management and Analysis | | |
| Ascentis will collect and hold data on learners in strict confidence. The data will be used for purposes connected with learners' studies and for the generation of statistics. The data will not be disclosed to any third parties except where there is a statutory requirement to do so for example the DfES. Under the current Data Protection legislation, the Centre must ensure that learners are aware of how their personal data will be processed. As this includes sensitive personal data, the learner must give their consent to this. The Centre confirms it is in compliance with this requirement. | | Please Select |
| B8 Progression Opportunities for Learners (Access to HE Provision only) | | |
| B8.1 Many universities require learners to have GCSEs particularly in English, Maths and sometimes Science, for entry to some degree programmes. Please confirm if your Centre offers:  *If not applicable, please move to section B9* | | |
| GCSE English | Please Select | |
| GCSE Maths | Please Select | |
| GCSE Science | Please Select | |
| B8.2 Provide details of any consultation with or links to Local and / or National HEIs. | | |
| …………………………………………. | | |
| B9 Additional Information | | |
| If you have any information about the Centre Recognition and Qualification Approval that does not fit into the previous boxes, please enter it here. | | |
| …………………………………………. | | |

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| Part C: Centre Management | | | | | | |
| C1 Centre Staffing | | | | | | |
| C1.1 Is the Centre able to confirm that all teaching / assessing / internal quality assurance staff that will deliver the proposed qualification have the professional competence and level of subject expertise necessary to deliver and assess the qualification / units for delivery?  *Access to HE tutors are expected to have at least a level 4 qualification in a discipline which includes the subject taught.* | | | | | Please Select | |
| C1.2 Is the Centre able to provide current CVs, Qualification Certificates, and records of CPD for all staff involved in delivery, assessment, and internal quality assurance at the Centre? These should be made available to Ascentis staff on request. | | | | | Please Select | |
| C1.3 Does the Centre have adequate procedures and services in place to safeguard the health, safety, and wellbeing of learners? | | | | | Please Select | |
| C2 Centre Staff Profile | | | | | | |
| List all members of staff involved in the delivery, assessment and internal quality assurance for each qualification applied for. | | | | | | |
| Staff Name | Staff Role | | Qualification delivering | Relevant Qualification(s) held | | Relevant Experience |
| ……………. | ……………. | | ……………. | ……………. | | ……………. |
| ……………. | ……………. | | ……………. | ……………. | | ……………. |
| ……………. | ……………. | | ……………. | ……………. | | ……………. |
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| ……………. | ……………. | | ……………. | ……………. | | ……………. |
| **The Centre is required to make available, in the centre SharePoint folder, CVs of staff involved in the delivery of Ascentis qualifications** | | | | | | |
| Are there any conflicts of interest within the staff team at your Centre? | | | | | Please Select | |
| *\*If yes, please provide a brief summary.* | | …………………………………………. | | | | |
| C3 Operations Management | | | | | | |
| C3.1 Assessment and Examination Arrangements | | | | | | |
| Describe arrangements for learners to take externally set assessments / examinations including the security of assessment papers, accommodation, and invigilation if applicable. | | | | | | |
| …………………………………………. | | | | | | |
| Describe the arrangements for the secure storage of assessments / examination materials prior to and following assessments / examinations. | | | | | | |
| …………………………………………. | | | | | | |
| C3.2 Certification Arrangements | | | | | | |
| The Centre has secure systems for recording individual learner details and achievement. | | | | | Please Select | |
| The Centre has secure systems for the timely distribution of learner certificates. | | | | | Please Select | |
| The Centre has secure systems for retaining all learners formally assessed work until after the deadline of the Appeals Process. | | | | | Please Select | |
| C3.3 Assessment and Examination Arrangements (for online provision **only**) | | | | | | |
| Does the Centre have adequate arrangements for learners to take Online Assessments including security, learner authentication and invigilation? | | | | | Please Select | |
| Does the Centre have adequate arrangements for the security of Online Assessment and Examination materials prior to and following examinations? | | | | | Please Select | |
| C4 Quality Assurance Management | | | | | | |
| C4.1 The Centre has systems in place for the internal quality assurance / moderation of learners’ work. | | | | | Please Select | |
| C4.2 The Centre has systems in place for collecting and responding to learner feedback. | | | | | Please Select | |
| C4.3 The Centre will advise learners about the following, particularly in relation to Ascentis policies and procedures, and the consequences of non-compliance:   * Appeals, * Assessment / Examination dates, * Health & Safety, * Equal Opportunities and Diversity, * Malpractice, * Plagiarism including learner collusion, * Reasonable Adjustments and Special Consideration / Extenuating Circumstances. | | | | | Please Select | |
| C5 Quality Nominee / Access to HE Coordinator Role and Responsibilities | | | | | | |
| Centres are required to appoint a Quality Nominee / Access to HE Coordinator who is responsible for day-to-day liaison with Ascentis. The individual will need an appropriate amount of time and support to effectively oversee / carry out the following duties: | | | | | | |
| 1. Preparing for Ascentis Centre Quality visits. | | | | | Please Select | |
| 1. Ensuring effective communication between Centre staff and Ascentis representatives including moderators / external quality assurers. | | | | | Please Select | |
| 1. Implementing the required internal moderation / quality assurance and standardisation procedures. | | | | | Please Select | |
| 1. Preparing for external moderation / quality assurance activities and arranging for Ascentis requested samples of learners’ work to be supplied as required. | | | | | Please Select | |
| 1. Ensuring that staff within the Centre have adequate training and ongoing support in grading / assessing, internally moderating / quality assurance, and standardising. | | | | | Please Select | |
| 1. Ensure that Ascentis hold a current record of all staff assessing or internally quality assuring / moderating these qualifications and any potential new staff are approved by Ascentis prior to assessing or conducting IQA / moderation of the qualifications. | | | | | Please Select | |
| 1. Arrangements for the Recognition of Prior Learning. | | | | | Please Select | |
| 1. Supplying relevant and timely information, data, and reports to Ascentis when requested. | | | | | Please Select | |
| 1. Attendance at appropriate Ascentis QA Events, including attendance at Ascentis Coordinators’ Forum meetings for those that deliver Access to HE programmes. | | | | | Please Select | |
| 1. Membership of Ascentis Access committees and Board, where nominated and agreed. | | | | | Please Select | |
| 1. Prepare for and chair Final Award Boards for Access to HE programmes. | | | | | Please Select | |
| 1. Facilitating staff development activities within the Centre which enable sharing of good practice, problem-solving, consistency and standardisation. | | | | | Please Select | |

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| PART D: Initial Qualification / Diploma Approval Form | | | | | |
| Please list the Ascentis qualifications you are applying to deliver as part of the Centre Recognition process.  Approved Centres may apply to deliver additional qualifications using the stand-alone qualification approval process at any time during their period of Centre Recognition. | | | | | |
| Qualification / Diploma Title | Qualification / Diploma Code | Level | Proposed Start date | Anticipated numbers | Mode of delivery |
| …………………………………………….... | ……………. | … | … | … | ……………. |
| …………………………………………….... | ……………. | … | … | … | ……………. |
| …………………………………………….... | ……………. | … | … | … | ……………. |
| …………………………………………….... | ……………. | … | … | … | ……………. |
| …………………………………………….... | ……………. | … | … | … | ……………. |
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| …………………………………………….... | ……………. | … | … | … | ……………. |
| …………………………………………….... | ……………. | … | … | … | ……………. |
| Explain how the qualification(s) fit into your existing curriculum | | | | | |
| …………………………………………….... | | | | | |
| Outline how the qualification(s) will be delivered and assessed | | | | | |
| …………………………………………….... | | | | | |
| Outline how the GLH/TQT will be met for each qualification | | | | | |
| …………………………………………….... | | | | | |
| If you have any information about your Centre that does not fit into the previous boxes, please enter it here. | | | | | |
| …………………………………………….... | | | | | |
| **If approved qualifications do not have any registrations over a 2-year period, the qualification will expire from your account. If you did want to run it again, you would need to re-apply and complete another qualification approval form.** | | | | | |

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| International Centre Recognition Section (if applicable) | |
| International Centres are required to comply with and agree to the following as part of the Centre Recognition. | |
| The application for Centre Recognition must include a: | |
| Current Prospectus | Please Select |
| Brochure or Photographs | Please Select |
| Details of any Satellite Centres | Please Select |
| All applications must be accompanied by two letters of reference: | |
| One must be a business reference (i.e., from a company with which the Centre has a trading relationship). | Please Select |
| One from an organisation with which the Centre has an educational relationship (e.g., a letter of support from the country’s Ministry of Education, other education authority, a university, or similar). | Please Select |
| Additional arrangements in place | |
| If Centre Recognition requires a visit by an Ascentis reviewer or team of reviewers, the cost shall be covered by the Centre. | Please Select |
| English is the language of the qualification, delivery, and assessment, except where the subject is another language, or where approval has specifically been given. | Please Select |
| A full review is mandatory after the first year of operation. | Please Select |
| All qualifications delivered and assessed in a language other than English must have an independent translator appointed to them. The nominated person should be on the British Council or Institute of Linguists’ register of translators or equivalent and have previous experience in translation work in the language in question. There should be no close association with the Centre that may compromise objectivity. All costs relating to translation requirements will be borne by the Centre. Ascentis will require 100% of translated learner work for verification purposes. | Please Select |

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| PART E: Declaration and Centre Agreement | |
| E1 Definitions | |
| The definitions and rules of interpretation applicable to the Centre Agreement are set out in the Terms and Conditions (as referred to below). | |
| E2 Centre Agreement | |
| The Centre Agreement comprises the following:   1. This Centre Recognition application form 2. The Terms and Conditions, including Appendix 1 (Definitions and Interpretation) and Appendix 2 (Centre Rules) 3. The Policies and other applicable documents in accordance with the provisions of the Terms and Conditions   The above Terms and Conditions are set out in the ‘[Join Us’](https://www.ascentis.co.uk/join-us) section of the Ascentis Website | |
| E3 Declaration | |
| The Centre declares and confirms that the contents of this Centre Recognition form are accurate and complete. | |
| This section is to be completed and signed by the Quality Nominee / Access to HE Coordinator.  I declare that I am authorised to sign on behalf of the Centre. By signing this Centre Recognition form, the Centre confirms its understanding of the terms and conditions applicable to the Agreement (as referred to above) and agrees to be bound by the Centre Agreement. | |
| Centre Name (please print in full) | …………………………………………….... |
| Management Role / Official Position | …………………………………………….... |
| Name | …………………………………………….... |
| Signature | …………………………………………….... |
| Date | …………………………………………….... |
| Approved by Centre Principal and / or Chief Executive | |
| Name of Centre Principal and / or Chief Executive (please print in full) | …………………………………………….... |
| Signature | …………………………………………….... |
| Date | …………………………………………….... |
| E4 Additional Information | |
| Please enter the PO number | …………………………………………….... |
| On completion, please email this form and PO Number to [approvals@ascentis.co.uk](mailto:approvals@ascentis.co.uk) | |
| Please retain one copy for your records. | |
| Please be aware that there is a mandatory charge for the Centre Recognition Process, which is non-refundable, therefore on completion of this form a purchase order number should be raised by the Finance team within your Centre and sent to Ascentis along with this application form. The latest charges can be found in our Product Catalogue available on our website under the ‘Join Us’ of the Ascentis Website [www.ascentis.co.uk/join-us](http://www.ascentis.co.uk/join-us) | |
| You will be automatically entered into the Ascentis Marketing List unless otherwise specified. Our privacy statement can be found on our website [www.ascentis.co.uk/website-privacy-statement](http://www.ascentis.co.uk/website-privacy-statement) | |
| After receipt of the completed Centre Recognition form and PO number, an invoice will be raised by the Ascentis Finance team and sent to the Centre. The Ascentis Customer Support team will email you a link to your secure Centre SharePoint folder where you can submit your CVs and Policies and view the progress of your application. | |
| Subsequently a mandatory Annual Centre Retainer fee will be charged to the Centre – see the [Product Catalogue](https://www.ascentis.co.uk/files/general_documents/Prices%20and%20Fees%202023-24.pdf) for charges. | |
| The Annual Centre Retainer fee enables the Centre to benefit from the following:   * Access to 400 qualifications from Pre-entry to Level 5 at no additional cost * Free staff training and a dedicated team to support you and your staff throughout the year with designated External Quality Assurers and Subject Moderators to help at every step of the journey * Exclusive access to the Login area on the Ascentis website, which includes helpful documents, resources, and tutor guidance * A range of resources including tutor-led resources, online resources, workbooks, videos and much more * Flexible delivery options with bespoke traditional, online, and blended learning solutions to suit your needs * E-Certificates provided for all qualifications * World class customer service – friendly and professional staff with a ‘can do’ attitude * Clear progression pathways to further learning, employment, or Higher Education * No minimum learner registrations to suit demand * Free Internal Assessor and Quality Assurance courses * Free Regional Quality Meetings and Webinars * Free Verification(s) | |