

# Centre Recognition and Qualification Approval Application Form

Ofqual, Qualification Wales, CCEA Regulated & Non-Regulated Provision



## PART A About the Centre

A1 Centre Information	
Centre Name	Company Registration No. (if applicable)
Centre Address	Telephone
	Website
Invoice Address (if different from above)	Email
	Centre Contact (for the purpose of centre recognition)
Type of Education Provider <input type="checkbox"/> FE College <input type="checkbox"/> HE Institute <input type="checkbox"/> Sixth Form College <input type="checkbox"/> Adult Community Learning <input type="checkbox"/> Private Training Provider <input type="checkbox"/> Other - Please provide details	
State the number of years trading. Will you be bringing overseas learners to the UK? <input type="checkbox"/> Yes* <input type="checkbox"/> No *If yes is the centre on the Register of Sponsors Licensed Under the Points-Based System? <input type="checkbox"/> Yes** <input type="checkbox"/> No **If yes, is the centre accredited by any of the following? (tick any that apply) <input type="checkbox"/> ASIC <input type="checkbox"/> BAC <input type="checkbox"/> BC	
How did you hear about Ascentis? (Please tick) <input type="checkbox"/> Event <input type="checkbox"/> Roadshow <input type="checkbox"/> Centre Visit <input type="checkbox"/> Website <input type="checkbox"/> Marketing Materials <input type="checkbox"/> Other - Please provide details	

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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A2.2 Is the centre in receipt of ESFA funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
A2.3 Does the centre have a 24+ Advanced Learning Loan facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No* <input type="checkbox"/> N/A
*If no, how is the centre proposing to fund the provision?	
A2.4 Does the Centre have a Contingency Plan in place that will safeguard the interests of the learners and ensure that they receive continuity in their programme of learning, should any problems arise.	<input type="checkbox"/> Yes <input type="checkbox"/> No
*If so is a copy attached to the application form?	<input type="checkbox"/> Yes <input type="checkbox"/> No

A3 Contact Names		
Please provide contact details of Staff with responsibility for: Quality Assurance, Strategic and Operational Management and Coordination of the proposed provision.		
<b>Senior/Quality Manager</b>	Name	Telephone
	Position	Email
<b>Centre Coordinator/Contact</b>	Name	Telephone
	Position	Email
<b>Examinations Officer</b>	Name	Telephone
	Position	Email

<b>Finance Manager or equivalent</b>	Name	Telephone
	Position	Email
<b>Data Protection Officer (person responsible for data protection)</b>	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 the External Quality Assurer at a centre QA visit, policies and procedures required to support the delivery, assessment and internal quality assurance at the centre.

The below policies **must** be attached when submitting this Application Form to Ascentis

Access to Fair Assessment Statement/External Assessment Policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Appeals and Complaints Policy for learners	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Equal Opportunities and Diversity Policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Health and Safety Policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Internal Quality Assurance Policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Malpractice, Maladministration and Plagiarism Policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Reasonable Adjustments & Special Consideration and Extenuating Circumstances Policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Conflict of interest policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development
Conduct of assessment/externally set assessment policy	<input type="checkbox"/> In place* <input type="checkbox"/> In development

All policies must be in place before approval can be granted.

#### A5 Existing Quality Standards and Approvals

Does the centre deliver other Ascentis provision?  Yes\*  No

\*If yes please provide details of the Ascentis provision you are currently approved to deliver.

#### A6 Existing recognition with other Awarding Organisations (AOs)

A6.1 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.

Name of organisation	Type of qualification(s) offered	Status/Standard

A6.2 Has your organisation previously been refused approval by another AO or had your approval status withdrawn?

Yes\*  No

\*If yes, please provide details

## A7 Partnership Organisation(s), additional Satellite Sites

### A7.1 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?  Yes\*  No

\*If yes, I confirm there is a Partnership agreement in place.  Yes  No

Name of Partnership Organisation

Address

Contact Name

Telephone

Job Title

Email

Role and responsibilities of Partner

### A7.2 Details of Satellite Site(s)

Will the provision be delivered over multiple satellite sites?

Yes\*  No \*If yes, please provide details

Name of Satellite Site(s)

Address

Contact Name

Telephone

Job Title

Email

Role and responsibilities of Satellite Site

Could you please confirm if your Centre will use these additional sites to conduct externally set assessments, and state how you intend to manage the security of assessment materials, and conduct of assessment across the sites.

## A8 Initial Qualification Approval

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.*

A8.1 Qualification Title	Ofqual/QW/CCEA Code	Level	Proposed Start date	Anticipated numbers

### A8.2 Explain how this/these qualification(s) fit into your existing curriculum

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### A8.3 Outline how the qualification(s) will be delivered and assessed

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### A8.4 Outline how the GLH/TQT will be met for each qualification

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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.

## PART B Rationale for Centre Recognition and Ofqual/QW/CCEA Qualification Approval Application

<b>B1 Recruitment Strategy</b>	
<b>B1.1 Who is the centre's target group for its Ofqual/QW/CCEA provision?</b>	
<p>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?</p>	
<b>B1.2 Induction, Information, Advice and Guidance (IAG)</b>	
<p>What is the process of induction and IAG for the learner's programme of study prior to the start of the qualification?</p>	
<b>B1.3 Assessment</b>	
<p>How are the learners provided with a clear assessment plan that facilitates them to make good progress through their chosen qualification?</p>	
<p>What range of valid assessment methods, including the use of electronic systems where e-assessment is taking place, are used?</p>	
<b>B1.4 Learner Support</b>	
<p>Identify how any particular requirements of learners will be met.</p>	
<b>B1.5 Learner Review</b>	
<p>Opportunities are provided to learners to review their progress and goals?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Plans are in place to review and revise assessment plans accordingly?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B1.6 Facilities and Resources</b>	
<p>Centres are required to provide good quality resources (including staffing) and facilities appropriate to the provision being offered.</p>	
<p>Describe the centre's accommodation, equipment and facilities including practical and IT workshops.</p>	

<b>B1.7 Centre Staffing</b>				
Is the centre able to confirm that all teaching 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? <i>The tutor's CV should make it clear how his/her expertise has been established.</i> <i>The centre will make available, upon request from the EQA at a centre QA visit, CV's and Qualification Certificates of staff involved in the delivery, assessment and Internal quality assurance at the centre.</i>				
Is the centre able to provide current CVs and Qualification Certificates for all tutors that will teach the qualification? These shall be made available to Ascentis staff on request.				<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has adequate procedures and services in place to safeguard the health, safety and wellbeing of learners?				<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B1.8 Staff Profile</b>				
List all members of staff involved in the delivery, assessment and quality assurance for each qualification applied for.				
Qualification title	Staff Name	Staff Role: Tutor/Assessor/Internal Verifier (Please indicate the staff member's role for the proposed provision)	Relevant Qualification(s) Held by each member of staff e.g. Cert Ed	Relevant Experience
<b>You must provide CVs when submitting the application form.</b>				
Are there any conflicts of interest within the staff team at your Centre?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If so please give examples of how you intend to mitigate any potential risk.				
<b>B1.9 Operations Management</b>				
<b>Assessment and Examination Arrangements</b>				
Describe arrangements for learners to take externally set assessments/examinations including the security of assessment papers, rooming and invigilation if appropriate.				
Describe the arrangements for the secure storage of assessments/examination materials prior to and following assessments/examinations.				
<b>Assessment and Examination Arrangements (for online provision)</b>				
The centre has adequate arrangements for learners to take Online Assessments including security, learner authentication and proctoring facilities.				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The centre has adequate arrangements for the secure storage of Online Assessment and Examination materials prior to and following examinations.				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Certification Arrangements</b>				
The centre has secure systems for recording individual learner details and achievement.				<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has secure systems for the timely distribution of learner certificates.				<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has secure systems for retaining all learners formally assessed work until after the deadline of the Appeals Process.				<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>B1.10 Quality Assurance Management</b>	
The centre has systems in place for internally verifying learners' work.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has systems in place for collecting and responding to learner feedback.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centres will advise learners about the following, particularly in relation to Ascentis policies and procedures, and the consequences of non-compliance: <ul style="list-style-type: none"> <li>▪ Appeals</li> <li>▪ Assessment/Examination dates</li> <li>▪ Health &amp; Safety</li> <li>▪ Equal Opportunities and Diversity</li> <li>▪ Malpractice</li> <li>▪ Plagiarism including learner collusion</li> <li>▪ Reasonable Adjustments and Special Consideration/Extenuating Circumstances</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B1.11 Centre Contact/Coordinator Role and Responsibilities</b>	
Centres are required to appoint a Contact/Coordinator who is responsible for day-to-day liaison with Ascentis. The Contact/Coordinator will need an appropriate amount of time and support to effectively oversee/carry out the following duties. Please confirm agreement.	
a) Ensuring effective communication between tutors and Ascentis representatives including External Quality Assurers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Arrangements for the Recognition of Prior Learning.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Attendance at appropriate Ascentis QA events.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centre Contacts/Coordinators must provide support for curriculum development, standardisation, assessment and external verification activities by: (please confirm agreement)	
a) Facilitating staff development activities within the centre which enables sharing of good practice, problem-solving, consistency and standardisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Ensuring that staff involved with Ascentis qualifications within the centre have adequate training and ongoing support in assessment, internal verification, and standardisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Implementing the required internal verification and standardisation procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
d) Preparing for external quality assurance visits and arranging for Ascentis requested samples of learners' work to be supplied as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No
e) Ensure that Ascentis hold a current record of all staff assessing or Internally Quality Assuring these qualifications, and any potential new staff are approved by Ascentis prior to assessing or conducting IQA of the qualifications.	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>B1.12 Data Management and Analysis</b>	
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## B1.13 International Provision

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
  - brochure or photographs
  - details of any satellite centres
- 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)
  - 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).
- If centre recognition requires a visit by an Ascentis reviewer or team of reviewers the cost shall be covered by the centre.

English is the language of the qualification, delivery and assessment, except where the subject is another language, or where approval has specifically been given.

- 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 which 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.
- A full review is mandatory after the first year of operation.



## PART C Declaration and Centre Agreement

### C1 Definitions

The definitions and rules of interpretation applicable to the Centre Agreement are set out in the Terms and Conditions (as referred to below).

### C2 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'](#) section of the Ascentis Website**

### C3 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 Centre 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 (please print in full)

Signature

Date

**Approved by Centre Principal and/or Chief Executive**

Name of Centre Principal and/or Chief Executive (please print in full)

Signature

Date

### Please retain one copy for your records.

Please be aware that there is a 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 section 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 'Resources' 'Key Documents' section of the Ascentis Website [www.Ascentis.co.uk](http://www.Ascentis.co.uk)

### Please enter the PO number

**After receipt of the completed Centre Recognition form and PO number** an invoice will be raised by the Ascentis Finance section and sent to the centre.

**Once payment is complete the centre recognition process will progress.**

Subsequently an Annual Centre Retainer fee will be charged to the centre – see the Product Catalogue for charges.

**The Annual Centre Retainer fee enables the centre to benefit from the following**

- ✓ Access to our e-portal
- ✓ A dedicated Customer Support Administrator
- ✓ Allocated Subject External Quality Assurer(s)
- ✓ Some free events, training and resources – see our website [www.ascentis.co.uk/Events](http://www.ascentis.co.uk/Events) for our latest Events
- ✓ Up to date information about our latest qualification development

**On completion please email this form and PO Number to [operations@ascentis.co.uk](mailto:operations@ascentis.co.uk) or post to: Ascentis, Office 4, Lancaster Business Park, 8 Mannin Way, Caton Road, Lancaster, LA1 3SW**

## Internal Office Use Only

### PART D Outcome of Centre Recognition Review

#### Operations Team

Date form received in office	Quartz Centre ID	Date passed to Finance
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#### Finance Team

Date invoice raised & issued	Credit check complete	Payment received
What is the centres recommended credit status?	Full credit <input type="checkbox"/>	Nil credit <input type="checkbox"/>

#### Quality Assurance Team

<b>To be completed by the Ascentis QAM (Centre Recognition Reviewer)</b>			
Name of Centre			
Reviewer Name(s)			
Is a visit required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>QAM Recommendation</b>			
<input type="checkbox"/> Approved	Centre valid to	<b>31<sup>st</sup> July</b>	(QAM enter year) <input type="checkbox"/> Deferred <input type="checkbox"/>
<b>QAM comments</b>			
EQA visit conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of EQA Allocated			
If deferred please provide details			
Additional comments			
Name of QAM Reviewer <i>(Please print)</i>			
Signature			Date

#### Supported by Ascentis Head of Compliance and Quality Assurance for Ofqual provision

Name <i>(Please print)</i>	
Signature	Date

#### Leadership Team

<b>Approved by Leadership Representative</b>	
Name and Title <i>(Please print)</i>	
Signature	Date

#### On formal approval the form should be passed back to the QAM Reviewer

EQA accepted allocation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature	Date

#### Operations Team

<input type="checkbox"/> Customer Support representative allocated	
<input type="checkbox"/> Centre recognition application and status updated on Quartz	
<input type="checkbox"/> Resources attached to centre on Quartz – if relevant	
<input type="checkbox"/> EQA attached to centre and relevant qualifications	
<input type="checkbox"/> Welcome pack, centre recognition letter, certificate sent to approved Centre	
<input type="checkbox"/> Customer Support representative identified to Centre	
<input type="checkbox"/> Deputy Commercial Director informed via email <a href="mailto:sarah-jane.fletcher@ascentis.co.uk">sarah-jane.fletcher@ascentis.co.uk</a>	
CSA Name	Date