

# Centre Recognition Guidance for Centres



To deliver Ascentis qualifications you are required to be an Ascentis recognised centre. To become an Ascentis recognised centre please complete the Centre Recognition Form and submit to Ascentis for recognition. A credit check is a mandatory part of the centre recognition process. Centres must be judged to have a satisfactory credit rating in order for the application to be fully processed.

This form is for all regulated and non-regulated provision.

Complete all sections as fully as possible. Please ensure that you include all current information for your centre. Please ensure you attach any additional information to support your application e.g. policy documents. Please include any additional details as applicable during the application process.

To start the application process, please click on the website link and fill out the form that this link directs you to.

**Please note, we are unable to approve contacts with a personal email address for example, but not limited to @yahoo, @hotmail, @gmail. Inclusion of personal email addresses will lead to applications being returned for amendment.**

The following provides guidance on the detail required in the form;

## A1. Centre Information

- The name and address supplied should be the registered address of the organisation. The company number should be supplied in addition if appropriate.
- Type – please choose from one of the following:
  - Further Education (FE) College
  - HE Institute
  - 6<sup>th</sup> Form College
  - Adult Community Learning (ACL) provider
  - Private Training Provider
- Other: HM Prison / Young Offenders Institute, Ministry of Defence, Charity Employer, Secondary Comprehensive or Middle School, Secondary Selective School (e.g. grammar or technical), High School, Independent School – This list is not exhaustive and if your centre is not described please put other and provide further details.
- State how long the centre has been in operation/trading.

*If your centre has many geographically dispersed satellite sites, Ascentis reserves the right to pass on any related travel costs associated with centre recognition and verification to the centre.*

Invoice Site Name \*

Invoice Site Street Address \*

Invoice Site Town/City \* Invoice Site Postcode \*

Is the address/location you would like your certificates sent/addressed to different from the centres main address above? \*

Type of Education Provider \* State the number of years trading

Will you be bringing overseas learners to the UK? \* How did you hear about Ascentis? \*

Format of certificates to be issued \* eCertificates and paper based C... X

Would you like Ascentis to send eCertificates directly to the learners?  
 Yes

Centre Name

Street Address 1

Street Address 2

Street Address 3

City/Town \* Postcode \*

Company Registration Number

Telephone Number

Website

Territory seeking Centre Recognition approval

Centre Contact Name

Centre Contact Email Address \*

Is the address/location you would like your invoices sent/addressed to different from the centres main address above?

Once you have completed the form click the submit button.

Would you like Ascentis to send eCertificates directly to the learners?

Yes

**Submit**

This will send the form through to our Approvals team, which will allow them to activate your centre on the system. You will then receive an email with instructions on how to complete the remainder of the application.

Below are details of the detail required for the complete application.

## A2. Funding Arrangements

Please detail any information relating to funding and contingency plans to safeguard the interests of learners.

▼ A2 Funding Arrangements 🔒

Are you registered/applying to register with the Education & Skills Funding Agency (ESFA) to tender for funding to provide education and training?

Is the Centre in receipt of ESFA funding?

Yes  No

What funding does the Centre use? ⓘ

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 planning to fund the provision?

Please add in here, any funding arrangements not covered by the above boxes.

## A3. Contact Names

- Please provide a named contact for each of the sections. If the person is not based at the main delivery site, please give details of their location. Each nominated person should have sufficient seniority to act in his or her specific role. It is possible for one person to take on more than one role.
- Centre Co-ordinator/Contact: This will be the main contact for Ascentis provision at the centre. Where qualifications are delivered in more than one department, a single point of contact should be agreed where possible.
- Senior/Quality Manager: The person responsible for the quality assurance of Ascentis provision.
- Examination Officer: This will be the person who is responsible for managing the arrangements for examinations / external assessments.
- Finance Manager or Equivalent: This person will receive invoices and will be required to answer any financial queries.
- Data Controller: The person responsible for data protection.

- Quality Nominee or Access to HE Coordinator: This individual 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 or Access to HE Diplomas.

The Quality Nominee 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.

The Access to HE Coordinator will be responsible for all communication and quality processes for the Access to HE Diplomas.

**A3 Contact Names**

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 <small> ⓘ</small>
Head of quality or equivalent	Telephone number
Email	Position
To add multiple email addresses, separate with a comma	Role in centre
quality@centre.co.uk	

**Examinations Officer**

Name	Telephone <small> ⓘ</small>
Exams officer	Telephone number
Email	Position
To add multiple email addresses, separate with a comma	Role in centre
exams@centre.co.uk	

**Finance Manager or equivalent**

Name	Telephone <small> ⓘ</small>
Finance manager or equivalent	Telephone number
Email	Position
To add multiple email addresses, separate with a comma	Role in centre
finance@centre.co.uk	

**Data Protection Officer**

Name	Telephone <small> ⓘ</small>
Data Protection Officer	Telephone number
Email	Position
To add multiple email addresses, separate with a comma	Role in centre
DPO@centre.co.uk	

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

Name of QN or Coordinator

Telephone ⓘ

Telephone number

Email

To add multiple email addresses, separate with a comma

QN@centre.co.uk

Position

Role in centre

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

Name of centre user

Telephone ⓘ

Telephone number

Email

To add multiple email addresses, separate with a comma

centreuser@centre.co.uk

Position

Role in centre

### Parnassus Centre User (If applicable)

Name

Telephone ⓘ

Email

To add multiple email addresses, separate with a comma

Position

#### A4. Policy Statements and Procedures

The centre should have all those policies and procedures listed in a documented form. The centre should ensure that all policies are current and are compliant with relevant legislation. You must provide the policy documents through the SharePoint link, which will be sent to you after submitting the application form to Ascentis.

**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	Appeals and Complaints Policy for learners
In Place*	In Place*
Equal Opportunities and Diversity Policy	Health and Safety Policy
In Place*	In Place*
Internal Quality Assurance Policy	Malpractice, Maladministration and Plagiarism Policy (including the use of Artificial Intelligence (AI))
In Place*	In Place*
Reasonable Adjustments & Special Consideration and Extenuating Circumstances Policy	Conflict of Interest Policy
In Place*	In Place*
Conduct of assessment / externally set assessment policy	Contingency Plan**
In Place*	In Place*

\*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)

- Please list all awarding bodies with which you have current approval to offer regulated qualifications. If you work with several awarding bodies, please give details of the main awarding bodies you work with. List the type of qualification you currently offer e.g. Apprenticeships, T-Levels, other vocational qualifications, academic or professional qualifications.

**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
Use add new role for each AO or AVA you hold or have held centre recognition with.	List the qualification types for each AO or AVA.	Add your current centre recognition status with each AO or AVA.

A5.2 Has your organisation previously been refused approval by another AO or had your approval status withdrawn?

No	X
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**Add New Row**

## A6. Partnership Organisation(s), additional Campuses/Satellite Sites

- Use this section to provide information about all partners and satellite sites involved in delivering qualifications. If a partnership is in place the details of a partnership agreement must be provided to Ascentis.

**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.

Yes  No

Please confirm there is a Partnership agreement in place.

Yes  No

Name of Partnership Organisation

Name of organisation

Address

Address of organisation.

Contact Name

Contact name at the partnership organisation.

Job Title

Job role within the partnership organisation.

Telephone Number ⓘ

Contact number

Email Address

To add multiple email addresses, separate with a comma

contact@partnershiporganisation.co.uk

Role and responsibilities of Partner Organisation

Description of the job role and responsibilities of the contact.

**6.2 Details of Satellite Site(s)**

Will the provision be delivered over multiple satellite sites?

Yes  No

Please provide details

Please give details of which qualifications will be delivered at the satellite sites.

Name of Satellite Site(s)

Name of satellite site

Address

Address of satellite site

Contact Name

Contact name for the site

Telephone Number ⓘ

Number of the site

Email Address

To add multiple email addresses, separate with a comma

contact@satellitesite.co.uk

Role and responsibilities of Satellite Site

Please give the job role and responsibilities of the contact given for the satellite site.

Will your Centre use these additional sites to conduct Externally Set Assessments?

Yes  No

Please state how you intend to manage the security of assessment materials and conduct of assessment across the sites

A standard rich text editor toolbar with icons for bold, italic, underline, font size, font color, and other text styling options.

Please give details of how you will ensure the security of externally set assessments, before, during and after the assessment.

Is the additional site operated by a different education / training provider?

Yes  No

## PART B Rationale for Centre Recognition

Detail the general resources at the centre. This should include accommodation, materials, equipment, information and facilities available to learners in order to enable them to fulfil their chosen learning aims.

## PART C Centre Management

Please provide details of the Centre Management arrangements.

The Ascentis qualification specifications will give you guidance on the minimum requirements of assessor, tutor and internal verifier qualifications and experience required to deliver your proposed qualification. To see the most current specification, please refer to the Ascentis website [www.ascentis.co.uk](http://www.ascentis.co.uk)

Please complete section C2 with all the information required so that Ascentis staff can confirm that the proposed staffing arrangements meet the requirements of the qualification specification. You should list the qualification that the member of staff will be involved with, along with any relevant subject specific qualifications or occupational competence. All staff delivering, assessing or internal quality assuring Ascentis qualifications MUST hold or be working towards a recognised teaching qualification.

Provide details of the centres Assessment and Examination arrangements.

## PART D Initial Qualification / Diploma Approval Form

List all qualifications for which you seek approval.

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 (Parnassus)

2858: Ascentis Entry Level Award in ESOL Skills for Life (Reading) (Entry 2) Delete

Add

Explain how the qualification(s) fit into your existing curriculum

In the above section please start to type the qualification you wish to deliver. This will bring up a list of options, please choose the appropriate one and click add. Continue to do this until all of the qualifications you wish to deliver are detailed on the form.

In this box, add details of how the qualifications applied for will fit into your existing provision - for example to support learners to move onto a higher qualification level.

Outline how the qualification(s) will be delivered and assessed

Please give an overview of your plans of how you intend to deliver and assess the qualification at your centre. You can add details from your scheme of learning and assessment plan as appropriate.

Outline how the GLH/TQT will be met for each qualification

Please ensure that you are aware of the required GLH/TQT that is detailed in the qualification specification(s) and you provide details here of how your teaching plan will meet the requirements of this.

If you have any information about your Centre that does not fit into the previous boxes, please enter it here.

Please add any additional information that you feel is pertinent to your application that has not already been covered in the application.

Detail the reasons for choice of the qualification and explain how this qualification supports your existing provision. You should provide details about the learner cohort this qualification will be delivered to.

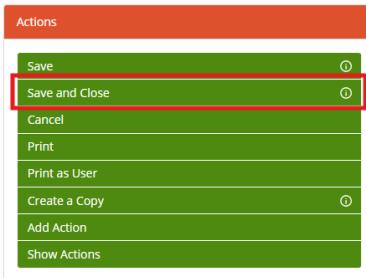
Describe the mode of delivery proposed e.g. distance learning, full time classroom based, day release, e-assessment and how this will ensure learners have access to a range of assessment methods.

Outline how the GLH/TQT will be met for each of the qualifications. The qualification specifications on the Ascentis website indicate recommended GLH.

There is an additional section here, that only needs to be completed if your centre is applying for approval from outside the UK.

## PART E Declaration and Centre Agreement

Once you have completed the form and are happy with the information given, navigate to section E4 Additional Information. Enter a PO number for the Centre Recognition Fee invoice and choose whether you want an Ascentis plaque to display in your centre. Change the form status to complete and click Save and Close under the actions at the right-hand side of the screen.



This will check that all the required fields are completed and any missing information will be highlighted in red. Complete any missing fields and click the Save and Close button again. This will submit your form for processing.

On receipt of your centre recognition application Ascentis will:

- Request the appropriate payment from your centre.
- Review the completed form and any additional information you have provided with your application.
- Advise you if we require additional information or whether a centre recognition approval visit is required.
- Give you notification of the outcome of your application. The timescale involved will be dependent on whether you require a visit and the information you have provided.

If you have any further questions about the centre recognition process, please contact Ascentis on 01524 845046 or email [qualityassurance@ascentis.co.uk](mailto:qualityassurance@ascentis.co.uk)