Qualification and Access to HE Diploma Approval Guidance for Centres *(Ofqual, Council for the Curriculum, Examinations and Assessment (CCEA) and Qualifications Wales (QW) Quality Assurance Agency for Higher Education (QAA) accredited provision)*

To deliver Ascentis qualifications you are required to be an Ascentis recognised centre. If your centre is not a recognised Ascentis centre, then a Centre Recognition form must be completed and sent to Ascentis first.

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 in support of your application. Please include any additional details on a separate sheet of paper and reference clearly within your application if required.

About the centre

Page 1. Centre Information
- Please add the name of your centre and Parnassus Centre ID in the appropriate boxes.
- Qualification Application Type – please choose from one of the following:
  - Access to HE Diploma
  - Ofqual/QW/CCEA
- Add the name of the Curriculum Representative in the appropriate box
- Add the site(s) that you would like your qualification approval attached to.
- If your centre has many geographically dispersed satellite sites, Ascentis reserves the right to pass on any related travel costs associated with qualification approval and verification to the centre.

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.
- List the addresses of all sites the qualification will be delivered and/or assessed at.

Page 2 Qualification(s) Approval

Initial Qualification Approval
- List all qualifications for which you seek approval. Please include your anticipated number of learner registrations in the first year of delivery and the proposed start date of the qualification delivery.
- 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.
- Include details of specific accommodation, equipment, facilities and other resources available to learners on this qualification.
- Outline how Guided Learning Hours/Total Qualification Time will be met for the qualification.

⌄ Qualification(s) Approval

Please select the Ascentis qualifications you are applying to deliver as part of the qualification approval process.

Qualification (Parnassus)

135652: ESOL Enhanced Programme: E3 Skills for Employment   Delete

[   ] [Add]

Proposed qualification(s) start date ⓘ

[19-01-2026   📅]

Anticipated learner numbers ⓘ

[200   ]

Explain how this/these qualification(s) fit into your existing curriculum ⓘ

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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.

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

> • 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 qualification ⓘ

Outline how Guided Learning Hours/Total Qualification Time will be met for the qualification.

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.

Yes

Facilities and Resources ⓘ

> • Include details of specific accommodation, equipment, facilities and other resources available to learners on this qualification.

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.

Page 3 Staffing Details

List all members of staff involved in the delivery, assessment and quality assurance for each qualification applied for

- 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
- You must provide staff CVs through the Ascentis Centre Folder SharePoint site when submitting your application form.
- You must notify Ascentis of any *Conflict of Interest that may affect the delivery of this qualification, and clarify how you intend to mitigate any potential impact of this.

Staffing Details

List all members of staff involved in the delivery, assessment and internal quality assurance for each qualification applied for

QUALIFICATION TITLE	STAFF NAME	STAFF ROLE: TUTOR/ASSESSO...	SUBJECT SPECIFIC QUALIFICAT...	TEACHING QUALIFICATION(S) ...	OCCUPATIONAL COMPETENCE
Click add new row for each staff member. Add the qualification in this box.	Staff name	What role such as Tutor/Assessor/IQA	What appropriate subject specific qualifications (Qual Specification)	Staff should hold or be working towards a recognised teaching qualification.	Any occupational competence as relevant.

Add New Row

Are there any conflicts of interest within the staff team at your Centre?

Yes

Please provide details

Please provide details of any conflict of interest and how it will be mitigated.

Page 4 Declaration

Declaration

Once you have completed the form and are happy with the information given. Change the form status to complete and click Create 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 Create and Close button again. This will submit your form for processing.

On receipt of your qualification approval application Ascentis will:
- Review the completed form and any additional information you have provided with your application.
- Advise you if we require additional information or whether a qualification 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

* A conflict of interest will arise, where an individual who has a vested interest in the outcome, is involved in the assessment of a qualification.