

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
 - 6th 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

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 *

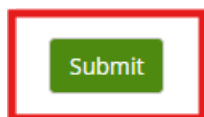
Company Registration Number Telephone Number Website Territory seeking Centre Recognition approval

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



This will send the form through to our Sales team, which will allow them to contact you to discuss your application. 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.

What funding does the Centre use? ⓘ

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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.

Please provide contact details of Staff with responsibility for Quality Assurance, Strategic and Operational Management and Coordination of the proposed provision

Senior / Quality Manager

<p>Name</p> <input type="text" value="Head of quality or equivalent"/>	<p>Telephone ⓘ</p> <input type="text" value="Telephone number"/>
<p>Email</p> <p>To add multiple email addresses, separate with a comma</p> <input type="text" value="quality@centre.co.uk"/>	<p>Position</p> <input type="text" value="Role in centre"/>

Examinations Officer

<p>Name</p> <input type="text" value="Exams officer"/>	<p>Telephone ⓘ</p> <input type="text" value="Telephone number"/>
<p>Email</p> <p>To add multiple email addresses, separate with a comma</p> <input type="text" value="exams@centre.co.uk"/>	<p>Position</p> <input type="text" value="Role in centre"/>

Finance Manager or equivalent

<p>Name</p> <input type="text" value="Finance manager or equivalent"/>	<p>Telephone ⓘ</p> <input type="text" value="Telephone number"/>
<p>Email</p> <p>To add multiple email addresses, separate with a comma</p> <input type="text" value="finance@centre.co.uk"/>	<p>Position</p> <input type="text" value="Role in centre"/>

Data Protection Officer

<p>Name</p> <input type="text" value="Data Protection Officer"/>	<p>Telephone ⓘ</p> <input type="text" value="Telephone number"/>
<p>Email</p> <p>To add multiple email addresses, separate with a comma</p> <input type="text" value="DPO@centre.co.uk"/>	<p>Position</p> <input type="text" value="Role in centre"/>

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

<p>Name</p> <input type="text" value="Name of QN or Coordinator"/>	<p>Telephone ⓘ</p> <input type="text" value="Telephone number"/>
<p>Email</p> <p>To add multiple email addresses, separate with a comma</p> <input type="text" value="QN@centre.co.uk"/>	<p>Position</p> <input type="text" value="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	Telephone ⓘ
<input type="text" value="Name of centre user"/>	<input type="text" value="Telephone number"/>
Email	Position
To add multiple email addresses, separate with a comma	<input type="text" value="Role in centre"/>
<input type="text" value="centreuser@centre.co.uk"/>	

Parnassus Centre User (If applicable)

Name	Telephone ⓘ
<input type="text"/>	<input type="text"/>
Email	Position
To add multiple email addresses, separate with a comma	<input type="text"/>
<input type="text"/>	

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.

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.

ASCENTIS AWARDING ORGANISATION
www.ascentis.co.uk

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

Please confirm there is a Partnership agreement in place.

Yes

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

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

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.

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

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

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?

No

A7. Due Diligence, Assessment Security and Malpractice Controls

- Use this section to provide information about all arrangements in place to mitigate possible fraud, malpractice and maladministration.
- **PLEASE NOTE** if you are an international centre (not based within the United Kingdom) you must choose Yes in section A7.3. This will bring up additional fields required for centres who are based internationally.

▼ A7 Due Diligence, Assessment Security and Malpractice Controls

Organisation Ownership and Governance

A7.1 Please declare any ownership, directorship, trusteeship, management responsibility or financial interest held by any owner, director, trustee or senior manager in:

- Another assessment centre
- Educational institution
- Awarding organisation
- Examination provider
- Training provider

Please select

No

A7.2 Has the organisation, or any director, owner, trustee or senior manager, ever been subject to:

- Malpractice investigation
- Fraud investigation
- Corruption investigation
- Learner certification irregularity investigation
- Regulatory enforcement action

within the last 5 years?

No

- Regulatory sanctions
- Suspension of approval
- Withdrawal of approval
- Licence restrictions
- Conditions imposed by a regulator, awarding organisation or governmental authority

No ✕

A7.8 Secure Storage Arrangements

Locked cabinet within locked room X

A screenshot of the Google Docs toolbar. The 'Format' menu is open, showing options like Bold, Italic, Underline, and Text color. The 'Text color' option is highlighted, showing a color palette with a red color selected.

A7.12 Identity Verification Process

Accepted forms of identification

- ☐ Passport
- ☐ National ID Card
- ☐ Driving Licence
- ☐ Residence Permit
- ☐ Other

A7.13 Registration Checks

Describe how learner identity is verified at registration.

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A7.14 Assessment Day Checks

Describe how learner identity is verified immediately before each assessment.

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A7.15 Responsible Officer

Name the person responsible for authorising learner identity verification

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

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, and the certification arrangements in place at the centre.

List all qualifications for which you seek approval.

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.

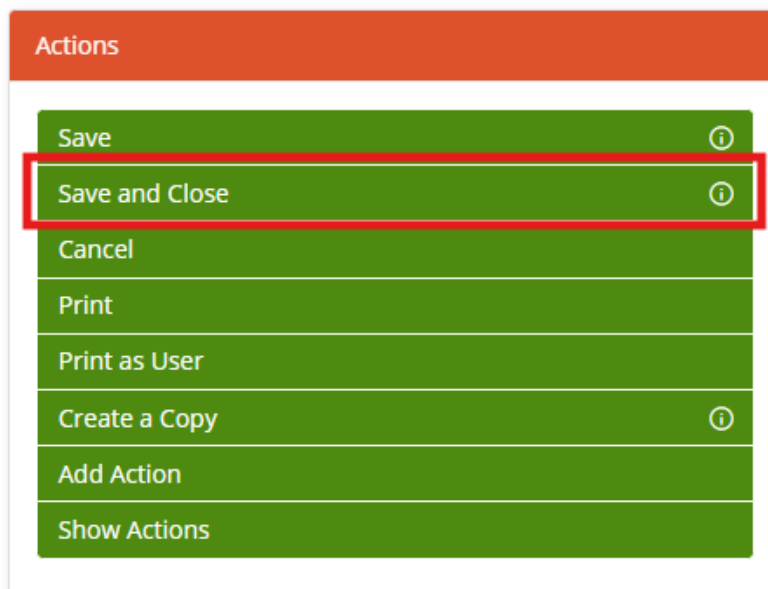
Describe the mode of delivery proposed e.g. distance learning, full time classroom based, day release, e-assessment and how this will ensure learners have access to a range of assessment methods.

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.

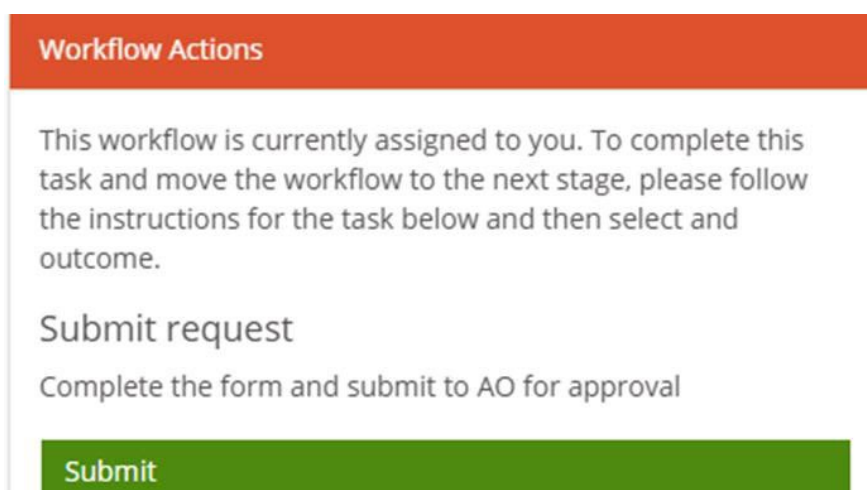
PART E Declaration and Centre Agreement

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.



The screenshot shows a vertical list of actions under an orange header labeled 'Actions'. The actions are: Save, Save and Close, Cancel, Print, Print as User, Create a Copy, Add Action, and Show Actions. The 'Save and Close' button is highlighted with a red rectangular border. Each button has a small information icon (i) on the right side.

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. Once all the fields on the form are completed correctly, please click the Submit button on the right-hand side of the screen.



The screenshot shows a section titled 'Workflow Actions' with an orange header. Below the header, there is a text block: 'This workflow is currently assigned to you. To complete this task and move the workflow to the next stage, please follow the instructions for the task below and then select and outcome.' Below this text is the heading 'Submit request' followed by the instruction 'Complete the form and submit to AO for approval'. At the bottom of the section is a large green button labeled 'Submit'.

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