

## Access to HE Diploma AHED Centre Recognition Guide

This is a step by step guide to the Ascentis Access to HE Centre Recognition application, review and approval process.

### Expression of interest to become an approved Ascentis Access to HE Centre

To express an interest in becoming an Ascentis Access to HE Centre, or to find out more about our Access to HE provision, you'll need to contact the **Access to HE Commercial Team** ([hello@ascentis.co.uk](mailto:hello@ascentis.co.uk)) who will be able to answer any of your initial questions, in addition to advising if you will be required to complete the Expression of Interest (EoI) form, or if you should complete the Centre Recognition application directly. Under normal circumstances, the EoI process is necessary for Private Training Providers and/or centres that have not delivered Access to HE before.

### Expression of interest review and outcome

The expression of interest stage allows an early decision to be made as to whether or not it is feasible for you to apply for centre recognition. Your expression of interest form will be reviewed by the **Quality Assurance Team**, and the **Access to HE Commercial Manager** will notify you of the outcome of the initial review.

### Applying for Access to HE Centre Recognition

If permission is granted for you to apply for centre recognition, an **Access to HE Commercial Manager** will send you an electronic copy of the application form and the AHED Centre Recognition and Diploma Approval Criteria which form part of Ascentis' **Centre Agreement**. The approval criteria provide examples of possible sources of evidence under each of the headings. There are additional criterion for centres who wish to apply to deliver online Access to HE provision. Please make sure that you read the **Centre Agreement** carefully.

To assist you with your application, an Access to HE Quality Manager will arrange a follow-up call or virtual meeting to talk you through the process and documentation. This will help to make sure that you complete your application fully and accurately.

Your completed application form must be signed\* by your nominated Centre Coordinator and the Centre's Principal and Chief Executive before it can be processed\*\*.

\* By signing the Centre Recognition application form, the Centre confirms its understanding of the terms and conditions applicable to the Agreement and agrees to be bound by the Centre Agreement and criteria for centre recognition and diploma approval.

\*\*There is a charge for the Centre Recognition process, therefore on completion of the application form, a purchase order number should be raised by the Finance section within the centre and sent to Ascentis along with the application form. The latest charges can be found in our Product Catalogue available on our website. Once payment is received the Centre Recognition process will progress.

## Formal Centre Recognition Review

Once we've received your completed centre recognition application, a Reviewer (i.e. a Quality Assurance Manager) will contact you to arrange a convenient date and time for the formal review. The Reviewer will determine whether the formal review is to be conducted remotely or at the centre\*. The Reviewer will be happy to answer any questions you have about the review, so feel free to contact them beforehand if there's anything you need to discuss.

\*Normally, a centre review visit is recommended for Centres that are completely new to Ascentis or new to delivering Access to HE Diplomas.

You should make sure that you can provide evidence to meet the requirements detailed in the Centre Recognition Guide and approval criteria, including any necessary resources appropriate to the qualification. At this stage, if you feel you want to postpone or re-schedule the review, please let the Centre Recognition Reviewer know in plenty of time, and at least 2 weeks before the review is scheduled, to avoid unnecessary expenses being incurred.

## During the Centre Recognition review

The centre recognition review provides an opportunity for Ascentis to explore elements of your completed Centre Recognition application form, and approval criteria, with you and your team in order to establish that your centre meets the requirements. The Reviewer will need to see evidence that all the criteria are being met, including the appropriate resources for the qualification. If you have any other campuses/sites that will be involved in the delivery of the qualification(s), please ensure that all requirements are in place at all sites, and that there is someone responsible for coordination and standardisation meetings across these sites.

## Centre Recognition Reviewer Report

Following your Centre Recognition review, the Centre Recognition Reviewer will provide Ascentis with a detailed report on their findings. The Centre Recognition Reviewer will have discussed everything with you on the visit so you will be aware of any areas of concern. Our Quality Assurance team will send you a copy of the report and inform you whether or not you have met our approval criteria.

## Outcomes of Centre Recognition Reviewer Report

If the Reviewer recommends that approval **is not** granted following the initial visit, the Reviewer Report will include a detailed action plan highlighting any recommendations or conditions that need to be addressed in order to meet the criteria, and whether a second review meeting is necessary. In some cases, it may be possible for you to post the outstanding documentation to the Centre Recognition Reviewer. If the Reviewer recommends that approval **is** granted, the report and recommendation will be presented to the Ascentis Leadership Team for formal approval. Once Centre Recognition and/or Diploma Approval have been formally confirmed, approved Ascentis Access to HE Centres are added to the QAA Database of registered Providers and attached to the named diplomas they are approved to deliver. You will also receive a confirmation letter from Ascentis and an approved centre certificate, together with a welcome pack that contains useful information including how to access the QuartzWeb portal to register your learners.

## What happens next?

You will receive the contact details of the Operations and Customer Support team and an allocated Quality Assurance Manager who will deal with any centre queries you may have. Your allocated Quality Manager will arrange an initial quality meeting which will include some training to ensure that you are well prepared to deliver the qualification.

## Approved Access to HE Centre Support

Ascentis provides a range of additional services to support centres and tutors including:

- Access to our e-portal QuartzWeb
- A dedicated Customer Support Administrator
- Allocated Subject Moderators
- Allocation of an Ascentis QA Manager
- Some free training sessions and events – see our website [www.ascentis.co.uk/Events](http://www.ascentis.co.uk/Events) for latest Events
- Membership to the Access to HE Coordinator Forums
- Up to date information about the QAA/Access to HE Diploma

**Please refer to our current Product Catalogue for more information**