**Centre Recognition and Qualification Approval Application Form**

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

# PART A About the Centre

## A1 Centre Information

|  |
| --- |
| **A1 Centre Information** |
| Centre Name | Company Registration No. (if applicable) |
| Centre AddressAddress of the centre’s main site | Telephone Main contact number for the centre |
| Website Enter URL |
| Territory seeking centre recognition approval:  | England [ ]  Wales [ ]  Northern Ireland [ ] Other [ ]  (If other, please specify) |
| Invoice Address (if different from above) | Centre Contact Contact name for the purpose of centre recognition |
| Email AddressEmail address for Centre Contact. |
| Type of Education Provider: Choose an item. (If other, please specify) |
| State the number of years trading. Enter number of yearsWill you be bringing overseas learners to the UK? Choose an item.\*If yes, is the centre on the Register of Sponsors Licensed Under the Points-Based System? Choose an item.\*\*If yes, is the centre accredited by any of the following? (tick any that apply) [ ]  ASIC [ ]  BAC [ ]  BC |
| How did you hear about Ascentis? Choose an item.If other, please provide details |
| When your learners achieve an Ascentis qualification, an E-Certificate will be issued. Paper based certificates can also be issued for all achieving learners at your centre, if required. |
| Format of certificates to be issued: | Choose an item. |

## A2 Funding Arrangements

|  |
| --- |
| **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? | Please Select |
| A2.2 Is the centre in receipt of ESFA funding?  | Please Select |
| A2.3 Does the centre have a 24+ Advanced Learning Loan facility?\*  | Please Select |
| \*If no, how is the centre proposing to fund the provision? Please enter details. |
| 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. \*\* | Please Select |
| \*\*If yes, is a copy attached to the application form? | Please Select |

## A3 Contact Names

|  |
| --- |
| **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 |
| Position |  Email |
| **Examinations Officer** | Name | Telephone |
| Position |  Email |
| **Finance Manager or equivalent** | Name | Telephone |
| Position |  Email |
| **Data Protection Officer (person responsible for data protection)** | Name | Telephone |
| Position |  Email |
| Every Ascentis Centre is required to have in place one member of staff to act as their Ascentis Quality Nominee. This person will act as co-ordinator for Ascentis qualifications for QA and compliance purposes. The Quality Nominee 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 will be required to complete an annual declaration on behalf of the centre, confirming that all of the appropriate policies are in place and that staffing requirements are met. Additionally, they will be required to act as the main contact for the Ascentis External Quality Assurer and coordinate the Quality Visit for all Ascentis qualifications each autumn term. |
| **Quality Nominee** | Name | Telephone |
| Position |  Email |

## A4 Policy Statements and Procedures

|  |
| --- |
| **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 at the centre.The below policies **must** be shared with Ascentis through a SharePoint link, which will be provided after the Centre Recognition Form is submitted. Policies should not be sent via email. |
| Access to Fair Assessment Statement/External Assessment Policy | Please Select |
| Appeals and Complaints Policy for learners | Please Select |
| Equal Opportunities and Diversity Policy | Please Select |
| Health and Safety Policy | Please Select |
| Internal Quality Assurance Policy | Please Select |
| Malpractice, Maladministration and Plagiarism Policy | Please Select |
| Reasonable Adjustments & Special Consideration and Extenuating Circumstances Policy | Please Select |
| Conflict of interest policy | Please Select |
| Conduct of assessment/externally set assessment policy | Please Select |
| \*All policies must be in place before approval can be granted. |

## A5 Existing Quality Standards and Approvals

|  |
| --- |
| **A5 Existing Quality Standards and Approvals**  |
| Does the centre deliver other Ascentis provision? | Please Select |
| \*If yes, please provide details of the Ascentis provision you are currently approved to deliver. |

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

|  |
| --- |
| **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?Please Select \* If yes, please provide details |

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

|  |
| --- |
| **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? Please Select |
| \*If yes, I confirm there is a Partnership agreement in place. Please Select |
| Name of Partnership Organisation |
| Address |
| Contact Name | Telephone Number |
| Job Title | Email Address |
| Role and responsibilities of Partner Please enter details |
| **A7.2 Details of Satellite Site(s)** |
| Will the provision be delivered over multiple satellite sites? Please Select\*If yes, please provide details |
| Name of Satellite Site(s) |
| Address |
| Contact Name | Telephone Number |
| Job Title | Email Address |
| Role and responsibilities of Satellite SitePlease enter details |
| Will your Centre will use these additional sites to conduct externally set assessments Please Select\*If yes, please state how you intend to manage the security of assessment materials and conduct of assessment across the sites.Please enter details |

## A8 Initial Qualification Approval

|  |
| --- |
| **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** |
| Please enter details |
| **A8.3 Outline how the qualification(s) will be delivered and assessed** |
| Please enter details |
| **A8.4 Outline how the GLH/TQT will be met for each qualification** |
| Please enter details |

|  |
| --- |
| **If you have any information about your centre that does not fit into the previous boxes, please enter it here.** |
| Click or tap here to enter text. |

**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

|  |
| --- |
| **B1 Recruitment Strategy**  |
| **B1.1 Who is the centre’s target group for its Ofqual/QW/CCEA provision?** |
| Please enter details  |
| 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? |
| Please enter details  |
| **B1.2 Induction, Information, Advice and Guidance (IAG)** |
| What is the process of induction and IAG for the learner’s programme of study prior to the start of the qualification?  |
| Please enter details  |
| **B1.3 Assessment** |
| How are the learners provided with a clear assessment plan that facilitates them to make good progress through their chosen qualification? |
| Please enter details |
| What range of valid assessment methods, including the use of electronic systems where e-assessment is taking place, are used? |
| Please enter details |
| **B1.4 Learner Support** |
| Identify how any particular requirements of learners will be met. |
| Please enter details  |
| **B1.5 Learner Review** |
| Are opportunities provided to learners to review their progress and goals?  | Please select. |
| Are procedures in place to review and revise assessment plans accordingly? | Please select. |
| **B1.6 Facilities and Resources** |
| Centres are required to provide good quality resources (including staffing) and facilities appropriate to the provision being offered.  |
| Describe the centre’s accommodation, equipment and facilities, including practical and IT workshops.Please enter details |
| **B1.7 Centre Staffing** |
| Is the centre able to confirm that all teaching / assessing / internal quality assurance 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? Please select.*The tutor’s CV should make it clear how their expertise has been established.* *The centre will make available, upon request from Ascentis Staff, CV’s, Qualification Certificates and records of CPD for staff involved in delivery, assessment and internal quality assurance at the centre.*  |
| Is the centre able to provide current CVs, Qualification Certificates and records of CPD for all staff involved in delivery, assessment and internal quality assurance at the centre? These shall be made available to Ascentis staff on request. | Please select. |
| Does the centre have adequate procedures and services in place to safeguard the health, safety and wellbeing of learners? | Please select. |
| **B1.8 Staff Profile**  |
| 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/Assessor/IQA (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** |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| ……………. | ……………. | ……………. | ……………. | ……………. |
| **You MUST provide CVs for the listed staff through the SharePoint link provided after the application form is submitted. CVs should not be sent via email.** |
| **Are there any conflicts of interest within the staff team at your Centre?** Please select. |
| **B1.9 Operations Management**  |
| **Assessment and Examination Arrangements** |
| Describe arrangements for learners to take externally set assessments/examinations including the security of assessment papers, accommodation and invigilation if appropriate.Please enter details |
| Describe the arrangements for the secure storage of assessments/examination materials prior to and following assessments/examinations.Please enter details |
| **Assessment and Examination Arrangements (for online provision)** |
| Does the centre have adequate arrangements for learners to take Online Assessments including security, learner authentication and invigilation? | Please select. |
| Does the centre have adequate arrangements for the security of Online Assessment and Examination materials prior to and following examinations? | Please select. |
| **Certification Arrangements** |
| The centre has secure systems for recording individual learner details and achievement. | Please select. |
| The centre has secure systems for the timely distribution of learner certificates. | Please select. |
| The centre has secure systems for retaining all learners formally assessed work until after the deadline of the Appeals Process. | Please select. |

|  |
| --- |
| **B1.10 Quality Assurance Management** |
| The centre has systems in place for the internal quality assurance learners’ work. | Please select. |
| The centre has systems in place for collecting and responding to learner feedback. | Please select. |
| Centres will advise learners about the following, particularly in relation to Ascentis policies and procedures, and the consequences of non-compliance:* Appeals
* Assessment/Examination dates
* Health & Safety
* Equal Opportunities and Diversity
* Malpractice
* Plagiarism including learner collusion
* Reasonable Adjustments and Special Consideration/Extenuating Circumstances
 | Please select. |
| **B1.11 Quality Nominee Role and Responsibilities**  |
| Centres are required to appoint a Quality Nominee who is responsible for day-to-day liaison with Ascentis. The Quality Nominee will need an appropriate amount of time and support to effectively oversee / carry out the following duties. Please confirm agreement**.** |
| 1. Ensuring effective communication between tutors and Ascentis representatives including External Quality Assurers and Quality Reviewers.
 | Please select. |
| 1. Arrangements for the Recognition of Prior Learning.
 | Please select. |
| 1. Attendance at appropriate Ascentis QA events.
 | Please select. |
| Quality Nominees must provide support for curriculum development, standardisation, assessment and external quality assurance activities by: (please confirm agreement) |
| 1. Facilitating staff development activities within the centre, which enables sharing of good practice, problem solving, consistency and standardisation.
 | Please select. |
| 1. Ensuring that staff involved with Ascentis qualifications within the centre have adequate training and ongoing support in assessment, internal quality assurance, and standardisation.
 | Please select. |
| 1. Implementing the required internal quality assurance and standardisation procedures.
 | Please select. |
| 1. Preparing for external quality assurance activities and arranging for Ascentis requested samples of learners’ work to be supplied as required.
 | Please select. |
| 1. 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.
 | Please select. |
| **B1.12 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. | Please select. |

|  |
| --- |
| **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 that 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.
 |

|  |
| --- |
| **If you have any information about the centre recognition and qualification approval that does not fit into the previous boxes, please enter it here.** |
| Click or tap here to enter text. |

# 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’**](https://www.ascentis.co.uk/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 Quality Nominee.***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 mandatory 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 team 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 the **‘Join Us’ of the Ascentis Website** [www.ascentis.co.uk/join-us](http://www.ascentis.co.uk/join-us)

**Please enter the PO number** PO Number

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

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

Subsequently a mandatory 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)
* Allocated Quality Reviewer
* 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** **sales@ascentis.co.uk****.**

# Internal Office Use Only

**PART D Outcome of Centre Recognition Review**

**Commercial Team**

|  |  |  |
| --- | --- | --- |
| Date form received in office  | Quartz Centre ID   | Date passed to Finance  |

**Finance Team**

|  |  |  |
| --- | --- | --- |
| Date invoice raised & issued  | Credit check complete  | Payment received  |
| What is the centres recommended credit status? Full credit [ ]  Nil credit [ ]  | Date passed to QA Team  |

**Quality Assurance Team**

|  |
| --- |
| **To be completed by the Ascentis QAM (Centre Recognition Reviewer)** |
| Name of Centre |   |
| Reviewer Name(s) |   |
| Is a visit required? | [ ]  Yes [ ]  No |
| **QAM Recommendation** |
| [ ]  Approved | Centre valid to **31st July** *(QAM enter year)* | Deferred [ ]  |
| **QAM comments**  |
| EQA visit conducted? [ ]  Yes [ ]  No |
| Name of EQA(s) Allocated  |
| Name of Quality Reviewer Allocated  |
| If deferred, please provide details  |
| Additional comments:  |
| Name of QAM Reviewer  |
| Signature  | Date  |
| **Supported by Ascentis Assistant Director of Awarding & Quality Assurance** |
| Name  |
| Signature  | Date  |

**Leadership Team**

|  |
| --- |
| **Approved by Leadership Representative** |
| Name and Title  |
| Signature  | Date  |

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

|  |  |
| --- | --- |
| EQA(s) & Quality Reviewer accepted allocation? | [ ]  Yes [ ]  No |
| Signature  | Date  |

**Commercial Team**

|  |
| --- |
| [ ]  Customer Support representative allocated [ ]  Centre recognition application and status updated on Quartz[ ]  Resources attached to centre on Quartz – if relevant[ ]  EQA attached to centre and relevant qualifications[ ]  Welcome pack, centre recognition letter, certificate sent to approved Centre[ ]  Customer Support representative identified to Centre[ ]  Deputy Commercial Director informed via email |
| CSA Name  | Date  |