

To deliver Ascentis qualifications you are required to be an Ascentis recognised centre. To become an Ascentis recognised centre please complete the Centre Recognition and Qualification Approval Application 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.

**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.**

## PART A

### About the centre

#### 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.*

#### A2. Funding Arrangements

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

#### 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: 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. 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.

#### **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.

#### **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. NVQ, other vocational qualifications, academic or professional qualifications.

#### **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.

### **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 provide staff CVs through the SharePoint link, which will be sent shortly after Ascentis receives the application form.

Provide details of the centres Assessment and Examination arrangements.

### **PART D Initial Qualification / Diploma Approval Form**

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.

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

## **PART E Declaration and Centre Agreement**

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)