

# Qualification Approval Guidance for Centres (Ofqual, Council for the Curriculum, Examinations and Assessment (CCEA) and Qualifications Wales (QW) 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.

## **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
  - 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 qualification approval and verification to the centre.

### **A2. 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.

## **PART B Qualification(s) Approval**

### **B1. 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.

## **PART C Staffing Details**

### **C1. 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](http://www.ascentis.co.uk)
- You must attach staff CVs and submit them with 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.

## **PART D Declaration**

### **D1 Declaration**

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](mailto: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.