

Part A: About the Centre

A1 Centre Information	
Centre Name	Company Registration No. (if applicable)
Centre Address	Email
Country	Website
Type of Education Provider <input type="checkbox"/> FE College <input type="checkbox"/> HE Institute <input type="checkbox"/> Sixth Form College <input type="checkbox"/> Adult Community Learning <input type="checkbox"/> Private Training Provider <input type="checkbox"/> Other- Please provide details	
State the length of time the centre has been operational	
How did you hear about QAA International? (Please tick) <input type="checkbox"/> Event <input type="checkbox"/> Roadshow <input type="checkbox"/> Centre Visit <input type="checkbox"/> Website <input type="checkbox"/> Marketing Materials <input type="checkbox"/> Other- Please provide details	

A2 Contact Names		
Please provide contact details of Staff with responsibility for Quality Assurance, Strategic and Operational Management and Coordination of the proposed provision.		
Position	Name	Email
Senior/Quality Manager		
Centre Coordinator/Contact		
Examinations Officer		
Finance Manager or equivalent		
Data Controller		

A3 Existing Recognition with other Awarding Organizations (AOs)		
Complete the table below if your centre has been recognized by any AO or Standards Agency.		
Name of Organization	Type of Qualification(s) offered	Status/Standard
Has your organization previously been refused approval by another AO or had your approval status withdrawn? <input type="checkbox"/> Yes* <input type="checkbox"/> No		
*If yes, please provide details		

A4 Partnership Organization(s)

Does the centre intend to work in partnership with any other organization(s) for the delivery of QAA International regulated qualifications? Yes* No

*If yes, I confirm there is a Partnership agreement in place. Yes No

Name of Partnership Organization

Address

Contact Name

Email

Role and responsibilities of Partner

A5 Initial Qualification Approval

Please list the QAA International 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.

Qualification Title	QAA International Code	Level	Valid until

Explain how this/these qualification(s) fit into your existing curriculum

Outline how the qualification(s) will be delivered and assessed

Part B: Rationale for Centre Recognition

B1 Recruitment Strategy
Who is the centre's target group for its provision?
In what way is the recruitment process able to identify suitable learners? (e.g. recognition of prior learning and achievement)

B2 Assessment
How are the learners provided with a clear assessment plan that facilitates them to make good progress through their chosen qualification?

B3 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.

B4 Centre Staffing	
Is the centre able to confirm that all teaching 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? The tutor's CV should make it clear how his/her expertise has been established. The centre will make available, upon request from the QAA International staff.	
Is the centre able to provide current CVs and Qualification Certificates for all tutors that will teach the qualification? These shall be made available to QAA International staff on request.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has adequate procedures and services in place to safeguard the health, safety and wellbeing of learners?	<input type="checkbox"/> Yes <input type="checkbox"/> No

B5 Staff Profile				
List all members of staff involved in the delivery, assessment and quality assurance for each qualification applied for.				
Qualification Title	Staff Name	Staff Role: Tutor/Assessor/ Internal Verifier	Relevant Qualification(s)	Relevant Experience

B6 Operations Management	
Assessment and Examination Arrangements	
Describe arrangements for learners to take externally set assessments/examinations including the security of assessment papers, rooming and invigilation if appropriate.	
Describe the arrangements for the secure storage of assessments/examination materials prior to and following assessments/examinations.	
Assessment and Examination Arrangements (for online provision)	
The centre has adequate arrangements for learners to take Online Assessments including security, learner authentication and proctoring facilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
The centre has adequate arrangements for the secure storage of Online Assessment and Examination materials prior to and following examinations.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Certification Arrangements	
The centre has secure systems for recording individual learner details and achievement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has secure systems for the timely distribution of learner certificates.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has secure systems for retaining all learners formally assessed work until after the deadline of the Appeals Process.	<input type="checkbox"/> Yes <input type="checkbox"/> No

B7 Quality Assurance Management	
The centre has systems in place for internally verifying learners' work.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The centre has systems in place for collecting and responding to learner feedback.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centres will advise learners about the following, particularly in relation to QAA International policies and procedures, and the consequences of non-compliance:	
● Appeals	<input type="checkbox"/> Yes <input type="checkbox"/> No
● Assessment/Examination dates	<input type="checkbox"/> Yes <input type="checkbox"/> No
● Health & Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No
● Equal Opportunities and Diversity	<input type="checkbox"/> Yes <input type="checkbox"/> No
● Malpractice	<input type="checkbox"/> Yes <input type="checkbox"/> No
● Plagiarism including learner collusion	<input type="checkbox"/> Yes <input type="checkbox"/> No
● Reasonable Adjustments and Special Consideration/Extenuating Circumstances	<input type="checkbox"/> Yes <input type="checkbox"/> No

B8 Centre Contact/Coordinator Role and Responsibilities	
Centres are required to appoint a Contact/Coordinator who is responsible for liaison with QAA International. The Contact/Coordinator will need an appropriate amount of time and support to effectively oversee/carry out the following duties. Please confirm agreement.	
Ensuring effective communication between tutors and QAA International representatives including External Quality Assurers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arrangements for the Recognition of Prior Learning.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attendance at appropriate QAA International QA events.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centre Contacts/Coordinators must provide support for curriculum development, standardization, assessment and external verification activities by: (please confirm agreement)	
Facilitating staff development activities within the centre which enables sharing of good practice, problem-solving, consistency and standardization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ensuring that staff involved with QAA International qualifications within the centre have adequate training and ongoing support in assessment, internal verification, and standardization.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Implementing the required internal verification and standardization procedures.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Preparing for external quality assurance visits and arranging for QAA International requested samples of learners' work to be supplied as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No

B9 Data Management and Analysis	
QAA International 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. 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No

B10 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:
 - o current prospectus
 - o brochure or photographs
 - o details of any satellite centres

- If centre recognition requires a visit by an QAA International reviewer or team of reviewers the cost shall be covered by the centre.

- All qualifications delivered and assessed in a language other than English must have an independent translator appointed to them. The nominated person should be register of translators or equivalent, and have previous experience in translation work in the language in question..

- A full review is mandatory after the fourth year of operation.

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

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 Centre Coordinator. I declare that I am authorized 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 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 section within your centre and sent to QAA International along with this application form. The latest charges can be found on our website.

Once payment is complete the centre recognition process will progress. The fee for centre recognition is non-refundable.