**Centre Recognition Application Form**

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|  | Organisation Information |
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| **1.1 Organisation Name:** |  |
| **UKRLP Number:** |  | **Date organisation formed:** |  |
| **Organisation registered address (HQ):** |  |
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| **Postcode:** |  |
| **Is this address different to that of the delivery centre?** | **YES** | **NO** |
| **Is this address residential?** *If YES please see section 5.5* | **YES** | **NO** |
| **Main Tel:** |  | **Main Fax:** |  |
| **Main Email:** |  |
| **Website:** |  |
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| 1.2 Organisation type (please tick all that apply): |
| Adult Education Centre **\*** |  | Overseas Centre |  |
| Armed Forces **\*** |  | Private Training Provider |  |
| Employer |  | School **\*** |  |
| FE or Tertiary College **\*** |  | Sixth Form College **\*** |  |
| HM Prison/YOI **\*** |  | University or HE Institution **\*** |  |
| Central/Local Government/NHS  |  | Voluntary Organisation |  |
| Other (please specify) |  | Mainsite with satellite centres |  |
| Limited Company |  | Company registration number: |  |
| Registered Charity |  | Registered Charity Number: |  |
| Partnership |  | Sole Trader |  |
| If none of the above apply, please tell us about your organization: |  |
| Is the organisation subject to any bankruptcy or other financial arrangement? | **YES** | **NO** |
| **NB. Please provide a copy of your Public Liability Insurance and, where appropriate, Employer’s Liability Insurance.** |
| **NB. If the organisation is not in the Public Sector (\* above), please provide financial accounts from the last three years. If trading for less than three years, please provide a bank reference.** |

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|  | Organisation Details |
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| **2.1 Delivery Centre Name** (if different from organisation name): |  |
| **Do you want this name to appear on your learner certificates?** | **YES** | **NO** |
| **Delivery Centre Address** (if different from organisation registered address): |  |
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| **Postcode:** |  |
| **Main Contact Name** (in respect of this application): |  |
| **Main Contact Tel:** |  | **Main Contact Email:** |  |
| **Delivery Centre Type** (if different from organization type; see 1.2): |  |
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| **2.2 Has approval ever been withheld or withdrawn by any Awarding Organisation?** | **YES** | **NO** |
| **If YES, name of Awarding Organisation:** |  |
| **Date approval refused or withdrawn:** |  |
| **Details:** |  |
| **Awarding Organisations with which organisation currently works:** |  |
| **Centre Number:** |  |
| **Qualifications** *(e.g.‘range of BTECs’)***:** |  |
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| **2.3 Has the organisation previously been a Certa Centre?** | **YES** | **NO** |
| **If YES, Centre Name:** |  |
| **Centre Address:** |  |
| **Name of Head of Centre:** |  |
| **Awarding Organisations with which organisation currently works:** |  |
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| **2.4 Do you intend to work in partnership with any other organisation in order to deliver the courses you intend to offer?** | **YES** | **NO** |
| **If YES, name and address of the other partners:** |  |
| **NB. Please enclose a copy of each partnership agreement.** |

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|  | **Key Contacts** |
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| **3.1 Head of Organisation** *i.e. person with overall responsibility for education and training, who can accept financial and quality assurance responsibilities on behalf of the organisation.* |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
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| **3.2 Centre Contact i.e***. person who will be the first point of contact and who will receive exam results and certificates, if different from Head of Organisation.* |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
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| **3.3 Curriculum Development Contact** *i.e. person with direct responsibility for specific qualifications, if different from Centre Contact* |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
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| **3.4 Quality Assurance Contact** *i.e. person responsible for compliance, quality assurance and for management of assessment; senior manager responsible for quality.* |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
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| **3.5 Administration Contact** *i.e. person responsible for processing registrations and achievements, if different from Centre Contact* |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
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| **3.6 Finance Contact** *i.e. first point of contact for discussions of financial issues, if different from Centre Contact* |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |

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|  | **Curriculum Information**  |
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| **4.1 Proposed curriculum.** Please outline the Certa supported curriculum you propose for learners and the sector(s) which it belongs to (see Appendix) |
| **Curriculum Outline** | **Sector(s)** |
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| **4.2 How many learners does your organization expect to register annually?** |
| 0 - 20 | 21 - 50 | 51 - 100 | 101 - 200 | 200+ |
| **4.3 Age of learners** (please tick all that apply). |
| 14 – 19 years | 19 – 25 years | Over 25 years |
| **4.4 How learners will be funded (please identify all that apply).** |
| Funded by the Government | Funded by Employer | Funded in another way (please state): |  |
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| **4.5 Do you currently offer Access to HE provision with another Access Validating Agency?**  | **YES** | **NO** |
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| **4.6 Future plans.**  Please outline briefly any plans for future provision |
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| **4.7 Curriculum Contacts** |
| **Curriculum area** | Name | Position | Tel | Email |
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|  | **Self-Assessment Checklist** |

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| By submitting this application, the organisation agrees to the conditions required for Centre Recognition, including:* carrying out a self assessment against the recognition requirements summarised in this section
* submitting an application when the organisation is confident that it meets the recognition criteria
* presenting the evidence of compliance at the Centre Recognition visit

The evidence can be gathered into a single folder or a series of related folders, either as hard copy or electronically. Sources of evidence will vary, and examples are provided in the table below. **However, approval will not be granted unless Certa is able to view the evidence shown below.** |

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|  | **Declaration** |
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| **6.1 I am authorised by the above mentioned organisation to confirm that the information given in this application has been checked and is true and complete.****6.2** (please tick the appropriate response) **I declare that****□ the relevant information is enclosed (see 1.2 and 2.4)****□ the organisation is fully compliant with the conditions listed in this document;****□ the organisation is not yet fully compliant, but will become compliant on completion of the action(s) listed at the end of this document.****6.3 I confirm that evidence to support this application will be made available to the Certa Quality Reviewer at the forthcoming Centre Recognition visit.** |
|   | Signature: |  | Date: |  |  |
|  | Name: |  |  |
|  | Position: |  |
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| **CR1 Centre Management and Governance** |
| **Criterion** | **Example(s) of evidence** | **Regulatory Conditions / Criteria** | **Tick if complete** |
| CR1.1: Centre is financially sound and operating within legal requirements in the country where it is based | Audited Accounts, Public Liability Insurance | C1, C2 |  |
| CR1.2: Centre maintains a high ethical standard with respect to equal opportunities and eliminating discrimination, and complies with Equality and Diversity legislation. | Equal Opportunities Policy | C1, C2, D2 |  |
| CR1.3: Centre complies with health and safety legislation in the country where it is based, and holds liability insurance appropriate to their legal obligations and type of provision | Health and Safety PolicyPublic/Employer Liability Insurance | C1, C2, D2 |  |
| CR1.4: For organisations that are operating within a partnership agreement, the respective roles, responsibilities and accountabilities of each partner or sub-contracted service are documented, with clear lines of communication between the partners | Partnership Agreement | C1, C2 |  |
| CR1.5: The Centre must have robust and secure mechanisms in place for confirming the identity of all learners at or before the point of first registration with Certa. | Admissions Policy | G5 |  |

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| **CR2 Teaching, Learning and Assessment Resources** |
| **Criterion** | **Example(s) of evidence** | **Regulatory Conditions / Criteria** | **Tick if complete** |
| CR2.1 The organisation has the human, physical and financial resources required to offer the planned range of courses, including a workforce of appropriate size and competence. | Organisational Chart; CVs; Centre Visit | C1, C2 |  |
| CR2.2 Centre has a way of collecting feedback from learners to help identify where staff development is needed | Sample feedback formsStaff Development Policy | C1, C250l |  |
| CR2.3 The organisation has a robust curriculum / course review and approval system in place.  | Curriculum/Course Review / Approval documentation | C2, D1, D250 |  |
| CR2.4The organisation has administrative systems that will enable Certa requirements to be met promptly, accurately and securely, including in particular systems for maintaining secure records of individual learner achievement. | IT Systems / Filing Systems etc. | C2, G5, H6, I450 |  |
| CR2.5 The organisation has an Access to Fair Assessment or Special Considerations and Reasonable Adjustments policy, and agrees to inform Certa immediately if a learner has requirements that require reasonable adjustments or special consideration. | Access to Fair Assessment Policy / Special Considerations and Reasonable Adjustments policy | C1, C2, D2, G6, G7 |  |

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| **CR3 Staffing** |
| **Criterion** | **Example(s) of evidence** | **Regulatory Conditions / Criteria** | **Tick if complete** |
| CR3.1 Staff have the professional competence and level of subject/curriculum expertise necessary to deliver and assess the planned curriculum. | CVs/ Certificates | C1, C250g |  |
| CR3.2 Staff can demonstrate professional competence in assessment design and/or have attended Certa training in designing summative assessment tasks and, where inexperienced, assessment for beginners.  | CVs/ Certificates | C2, G1-850g |  |
| CR3.3 Tutor-Assessors either: (a) have experience of summative teacher assessment, e.g. with another Awarding Organisation, or (b) hold an appropriate assessor award (e.g. D32/33 or A1 or TAQA) or (c) have attended an appropriate training course | CVs/ Certificates | C2, G1-850g |  |
| CR3.4 Internal Verifiers (IVs) have either: (a) experience of internally verifying teacher-assessed provision, or (b) have an IV award, e.g., IQA, V1 or D34, or (c) have attended the Certa training course ‘Good Practice in Internal Verification’. | CVs/ Certificates | C2, G1-8, H1-6, I1-250g |  |

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| **CR4 Quality Assurance Systems** |
| **Criterion** | **Example(s) of evidence** | **Regulatory Conditions / Criteria** | **Tick if complete** |
| CR4.1 The organisation has a quality management system that is systematically reviewed to ensure that learner and staff needs are met, and that standards and integrity are maintained  | Quality Framework or Quality Management System / Diagram | C1, C250 |  |
| CR4.2 Centre has a Malpractice and Maladministration Policy and procedures in place to minimise the risk of malpractice occurring. Centre has a clear process in place to investigate and deal with suspected malpractice in an open, fair and effective manner | Malpractice Policy Employee/Learner disciplinary procedures | A8 |  |
| CR4.3 Centre has procedures in place to ensure the secure and fair delivery of assessments, allowing authentication of learner evidence | Assessment security arrangementsAccess to Fair Assessment Policy  | G4, G6, G7 |  |
| CR4.4 Centre has policies and procedures in place for candidates to formally complain, and to enquire, question or appeal against assessment decisions | Complaints ProcedureAppeals Procedure | C2, I1, I2 |  |
| CR4.5 The organisation has a robust internal verification system and associated documentation, which meets minimum criteria as outlined in the Centre Handbook and (where relevant) the Access to HE Handbook. | Internal Verification Policy | C1, C2, D1, G1-8, H1-650k |  |
| CR4.6 Staff understand the need for external standardisation; the organisation agrees to participate in, or contribute to, these events as required. | Evidence of regular attendance at external standardisation events | C1, C2, H1-6 |  |

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| **CR5 Additional Requirements specific to Access to HE Providers Only** |
| **Criterion** | **Example(s) of evidence** | **QAA Criterion** | **Tick if complete** |
| CR5.1 The organisation has a single named point of accountability for the quality assurance and strategic decision-making for the Access to HE Provision | Application Form | 50b |  |
| CR5.2 The organisation has effective ways of recruiting from the target groups for the Access Diploma(s) which they wish to be approved to offer | Recruitment PolicyMarketing Strategy | 50 |  |
| CR5.3 The organisation has arrangements for providing pre-course guidance to applicants and criteria for selection and admission to Access to HE courses, which are consistent with QAA's *Guidance for the admission of students to QAA-recognised Access to HE programmes* | Entry RequirementsAdmissions PolicyPublicity Material | 50h |  |
| CR5.4 The organisation has resources to provide information, advice and guidance on HE applications and progression opportunities | Organisational ChartOutline of relevant resources | 50i |  |
| CR5.5 The organisation has a Recognition of Prior Learning Policy/Process in place, which meets the requirements outlined in the Certa Centre Handbook. | RPL/Credit Transfer Policy/Process | 50m |  |

**Centre Recognition Compliance Action Plan**

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| Please note that in submitting an application the organisation is signalling that it is fully, or almost fully, compliant with the Centre Recognition requirements. This action plan is primarily to help you identify action you are currently taking to address instances where you do not quite meet one or two of the recognition criteria; an example is given to illustrate. **You should not proceed with the application if there remains much to do to become compliant. Please contact the Qualifications and Development team if you require further assistance.** |

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| **Instance where compliance is currently still in development** | **Action the organisation is taking to ensure compliance** | **Person responsible** | **deadline** |
| ***Example: 4.1, compliance with health and safety requirements. Organisation has a Health and Safety Policy but this was recently updated and has yet to be approved by our Governing Body.*** | ***H&S Policy to be presented to Governing Body on 21 April 2016. Policy can be emailed to Certa the day after.*** | ***Quality Manager*** | ***22 April 2016*** |
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| Please show below any action you plan to take to minimise the risk of non-compliance where this is likely. For example, changes may be planned that may threaten the organisation’s ability to remain compliant, so different arrangements may be needed. An example is provided to illustrate. |

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| **Area in which there is a risk of failure to meet the Centre Recognition requirements** | **Action the organisation is taking to minimise this risk** | **Person responsible** | **deadline** |
| ***Example: 4.3 IV. Only one member of staff has an IV award.*** | ***AN Other to enrol for IQA award for internal verification*** | ***Quality Manager*** | ***May 2016*** |
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**Appendix: Sectors relating to proposed curriculum**

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| **Sectors** | Levels |
| E | 1 | 2 | 3+ |
| 1. [Health, public services and care](http://www.qca.org.uk/327.html) |  |  |  |  |
|  1.1 Medicine and dentistry |  |  |  |  |
|  1.2 Nursing and subjects and vocations allied to medicine |  |  |  |  |
|  1.3 Health and Social care |  |  |  |  |
|  1.4 Public Services  |  |  |  |  |
|  1.5 Child development and well-being |  |  |  |  |
| 2. [Science and mathematics](http://www.qca.org.uk/319.html) |  |  |  |  |
|  2.1 Science |  |  |  |  |
|  2.2 Mathematics and Statistics |  |  |  |  |
| 3. [Agriculture, horticulture and animal care](http://www.qca.org.uk/333.html) |  |  |  |  |
|  3.1 Agriculture |  |  |  |  |
|  3.2 Horticulture and Forestry |  |  |  |  |
|  3.3 Animal care and Veterinary Science |  |  |  |  |
|  3.4 Environmental Conservation |  |  |  |  |
| 4. [Engineering and manufacturing technologies](http://www.qca.org.uk/328.html) |  |  |  |  |
|  4.1 Engineering |  |  |  |  |
|  4.2 Manufacturing Technologies |  |  |  |  |
|  4.3 Transportation Operations and maintenance |  |  |  |  |
| 5. [Construction, planning and the built environment](http://www.qca.org.uk/330.html) |  |  |  |  |
|  5.1 Architecture |  |  |  |  |
|  5.2 Building and Construction |  |  |  |  |
|  5.3 Urban, Rural and Regional Planning |  |  |  |  |
| 6. [Information and communication technology](http://www.qca.org.uk/6107.html) |  |  |  |  |
|  6.1 ICT Practitioners |  |  |  |  |
|  6.2 ICT for users |  |  |  |  |
| 7. [Retail and commercial enterprise](http://www.qca.org.uk/320.html) |  |  |  |  |
|  7.1 Retailing and Wholesaling |  |  |  |  |
|  7.2 Warehousing and Distribution |  |  |  |  |
|  7.3 Service Enterprises |  |  |  |  |
|  7.4 Hospitality and Catering |  |  |  |  |
| 8. [Leisure, travel and tourism](http://www.qca.org.uk/322.html) |  |  |  |  |
|  8.1 Sport, Leisure and Recreation |  |  |  |  |
|  8.2 Travel and Tourism |  |  |  |  |
| 9. [Arts media and publishing](http://www.qca.org.uk/332.html) |  |  |  |  |
|  9.1 Performing Arts |  |  |  |  |
|  9.2 Crafts, Creative Arts and Design |  |  |  |  |
|  9.3 Media and Communication |  |  |  |  |
|  9.4 Publishing and Information Services |  |  |  |  |
| 10. [History, philosophy and theology](http://www.qca.org.uk/326.html) |  |  |  |  |
|  10.1 History |  |  |  |  |
|  10.2 Archaeology and Archaeological Sciences |  |  |  |  |
|  10.3 Philosophy |  |  |  |  |
|  10.4 Theology and Religious Studies |  |  |  |  |
| 11. [Social sciences](http://www.qca.org.uk/318.html) |  |  |  |  |
|  11.1 Geography |  |  |  |  |
|  11.2 Sociology and Social Policy |  |  |  |  |
|  11.3 Politics |  |  |  |  |
|  11.4 Economics |  |  |  |  |
|  11.5 Anthropology |  |  |  |  |
| 12. [Languages, literature and culture](http://www.qca.org.uk/323.html) |  |  |  |  |
|  12.1 Languages, Literature and Culture of the British Isles |  |  |  |  |
|  12.2 Other Languages, Literature and Culture |  |  |  |  |
|  12.3 Linguistics |  |  |  |  |
| 13. [Education and training](http://www.qca.org.uk/329.html) |  |  |  |  |
|  13.1 Teaching and lecturing |  |  |  |  |
|  13.2 Direct learning Support |  |  |  |  |
| 14. [Preparation for life and work](http://www.qca.org.uk/321.html) |  |  |  |  |
|  14.1 Foundations for Learning and Life |  |  |  |  |
|  14.2 Preparation for work |  |  |  |  |
| 15. [Business, administration and law](http://www.qca.org.uk/331.html) |  |  |  |  |
|  15.1 Accounting and Finance |  |  |  |  |
|  15.2 Administration |  |  |  |  |
|  15.3 Business Management |  |  |  |  |
|  15.4 Marketing and Sales |  |  |  |  |
|  15.5 Law and Legal Studies |  |  |  |  |