**Request to Run an Access to HE Diploma Form**

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| Centre Information  |
| **1.1** | Date of Application |  |
| **1.2**  | Centre Name |  |
| **1.3** | Type of organisation | *e.g. Adult Education Centre, FE College, Private Provider or Community Organisation etc* |
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| **1.4** | Sites where Access to HE Diploma(s) will be delivered |  |
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| **1.5** | Person submitting this application | Name: |  |
| Role: |  |
| Email: |  |
| **1.6** | Please state any material changes to the organisation since the organisation last submitted an Approval to Run form  | *eg; organisation structure, merger with another organisation, new partnership arrangements for the delivery of the Diploma, new or additional staff delivering the Diploma* |
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| **Please complete all sections****NB. If the options available in Section 2.1 do not apply, please contact Certa** | If you would like support to complete this form please phone 01924 434600 and speak to a member of the Access to HE team or email: accesstohe@certa.org.uk  |

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| **Access to Higher Education Diploma(s) Required** |
| **2.1** | *Please select as appropriate* | **New Diploma:** Is this application for a Diploma(s) your Centre has **not run before?** |  |
| **Revalidated Diploma:** Is this application for a Diploma(s) your Centre **has run for the lifetime** of the Diploma that is now being revalidated? |  |
| **Re-introduced Diploma:** Is this application for a Diploma(s) your Centre is **already approved** to run but has not been running in the last year? |  |
| **Re-instated Diploma:** Is this application for a Diploma(s) your Centre **has previously been approved** to run but approval has been withdrawn? |  |
| **Transferred Diploma:** Is this application for a Diploma(s) that is to be transferred from another awarding organisation? |  |
| **Name(s) of Access to HE Diploma(s) required and internal marketing title where different. It should be remembered that only the agreed marketing title(s) can be used within any marketing/promotional material generated by the provider.**  |
| **Access to HE Diploma (Title)** | **Marketing Title** |
| **(1)**  |  |
| **(2)** |  |
| **(3)** |  |
| **(4)**  |  |

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| **Recruitment and Delivery** |
| **3.1** | **Students will be:** *(Please identify all that apply)*  |  |
| Effectively recruited from the target groups for the Diploma(s) that the provider is approved to offer.  | (Yes/No) |
| Offered pre-course guidance and criteria for selection and admission to Access to HE Diploma(s), which are consistent with QAA’s Guidance on the Admission of Access to HE *(QAA Licence Criteria 50g)* | (Yes/No) |
| Provided with information, advice and guidance on HE applications and progression opportunities. The appliying organisation confirms by making this application that they have the expertise and resourses to provide information, advice and guidance on HE applications and progression opportunities. *(QAA Licence Criteria 50i)*  | (Yes/No) |
| Offered the opportunity to be accredited for prior certificated or work-based learning (APL) in line with *(QAA Licence Criteria 50i* and The Access to HE Diploma Specification 2013)  | (Yes/No) |
| Informed at or before registration, that they understand that the award of an Access to HE Diploma does not provide guaranteed entry to UK HE programmes *(QAA Licence Criteria 61b)* | (Yes/No) |
| **3.2** | **Proposed start dates for each Diploma:** | 1.2.3.4. |
| **3.3** | **Mode of Delivery:***(Please identify all that apply by adding Diploma Title and inserting ‘Yes’ against the relevant mode of delivery)* | **Full-time** | **Part-time** | **Blended** | **On-line/****Distance** | **Evening** | **Other (please specify)** |
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| **3.4** | Please describe briefly how the Diploma(s) will be delivered:*eg wholly college/work-based, combination of college/work-based and employment/placement, distance learning etc. Please indicate the corresponding attendance patterns(s).* *Curriculum, Delivery and Assessment* It is expected that there will be ‘sufficient information provided about curriculum, delivery and assessment for the Diploma to continue to provide an appropriate preparation for the intended progression route(s) and remain consistent in the required standards of achievement, whenever and wherever the diploma is delivered.’ Please refer to AVA documentation on ‘Assessment Guidance’ within the Policies and Protocols section of the AVA section of the Certa website and ‘Assessment, Grading and Achievement Guidance within the Access to HE Handbook.  |
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| 3.5 | Will the Diploma(s) be delivered to UK-based students who are currently overseas? | YES/NO |
| If YES, give details: |  |
| 3.6 | Resources you will use to support the Diploma(s), including the support of students with special needs.*eg; physical resources, computers/ software, books, specific tools/activities etc.*  |
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| 3.7 | Access to HE Diplomas are intended to provide a preparation for study in UK HE please indicate below the potential progression routes for your intended students:  |
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| Responsibility for the Delivery of the Diplomas |
| Please list below the names and qualifications of the people who will be delivering, assessing, and internally moderating the Diploma(s) and the sites that they will be supporting. Please include occupational qualifications where the Diploma or unit titles require them. *(QAA Licencing Criterion 50g)* |
| 4.1 | Who is the senior manager responsible for the consideration of the strategic management of Access to HE provision?Please include name and email address*(QAA Licencing Criterion 50b)* |  |
| 4.2 | Who will be the named quality assurance contact for Access to HE provision?Pease include name and email address*(QAA Licencing Criterion 50b)* |  |
| 4.3 | Are staff occupationally competent to deliver the Diploma(s)? | YES / NO |
| Guidance: *‘The Student’s work for the unit must be supported and assessed by a tutor who is expert in the subject of the unit’ (Access to HE Specification 2013)*Please fill in the following information for each Diploma that you would like approval to run:1. The Access to HE Diploma Title
2. Tutor Name
3. Unit(s) they will be delivering
4. The level/s that this unit is being delivered at
5. The responsibility of the named person: T=Tutor; A = Assessor; IM= Internal Moderator; IV = Internal Verifier (for pre-delivery verification of assessment tasks)
6. The professional qualifications (*including occupational or vocational qualifications)* the named person holds e.g. PGCE, CTLLS, DTLLS, D32, A1, D34, V1, TAQA, IQA.
7. The sites and roles that the tutor will hold for the named Diploma(s)

Example: | If delivery is to be at more than one site please indicate where each person will be working. If a person carries out different roles at each site please show the roles in brackets at each separate site. See example below. |
| *1. Access to HE Diploma (Health Science Professions)* | *2. George Bailey* | *3. Academic Writing Skills* | *4. L2 & 3* | *5. T, A, IV* | *6. DTLLS, D32, D34* | *7. Goole (IV) Horsforth (T, A, IV)* | *AVA Check (office use only)* |
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| Please explain how you will mitigate any risk to planned or unforeseen changes within the staff team for each Diploma. |
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| **Please note that Certa will require to see copies of CVs for all tutors, assessors, internal moderators and verifiers who are listed above, if they were not listed on the original Centre Recognition Application Form.** |

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| Operational Management and Coordination |
| 5.1 | Please outline the arrangements for the day-to-day operational management and coordination for the Access Diploma(s) within this application.*(QAA Licencing Criterion 50d)* |
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| 5.2 | Please outline the systems in place to maintain secure records of individual students’ registration and achievement. *(QAA Licencing Criterion 50j)* |
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| 5.3 | Please outline the arrangements in place for the internal course monitoring and self evaluation of the Access Diploma(s) within the application. This must include reference to methods used for eliciting and responding to student evaluation and feedback. *(QAA Licencing Criterion 50l)* |
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| Quality Assurance |
| *This programme will be monitored by internal moderators, external moderators, and internal and AVA standardisation activity. Staff responsible for running the course must provide satisfactory information to Certa’s moderators that they have systems in place for internal standardisation, sampling, recording plagiarism attempts, complaints/appeals, and mitigating circumstances. Students must be provided with a handbook with a minimum level of course information. The programme must be evaluated by learners, the delivery team and by the external moderator. The Diploma must be reviewed by the course teams using the information and evidence available to it from the sources mentioned above and in line with the Certa calendar of activity as per the Access to HE handbook. Where appropriate, Certa will review and agree changes to the programme in consultation with providers who have adopted it and receiving Higher Education Institutes. Where providers are moving towards more paperless systems, details of how the quality assurance activity is recorded and monitored will be offered.***Please ensure that the under-mentioned policy documents are up to date and in action. Certa’s Quality Reviewer will be required to check the Policies during their visit.** |
| **6.1**  | Access to Fair Assessment (Reasonable Adjustment and Special Considerations) Policy |
| **6.2**  | Appeals Procedure for Students |
| **6.3**  | Complaints Procedure |
| **6.4**  | Equality Policy |
| **6.5**  | Health and Safety Policy |
| **6.6**  | Recruitment and HR Policy |
| **6.7**  | Internal Verification Policy |
| **6.8**  | Policy and procedures for the prevention and investigation of malpractice, maladministration and plagiarism. The procedure must include the prevention and notification of Adverse Effects e.g. loss, theft of, or a breach of confidentiality in, any assessment or examination material. |
| **6.9**  | Policy on checking for criminal records |
| **6.10**  | Policy on authenticating Student work and/or identification |
| **6.11**  | Contingency Plan that will safeguard the interests of the students and ensure that they receive continuity in their programme of learning, should any problems arise. |
| **6.12**  | Recognition of Prior Learning Policy |

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| **Declaration** |
| **I declare that: I am authorised by the Centre named in 1.2 to supply the information provided in this application**: | Yes/No |
| The information is, to the best of my knowledge and belief, true and complete: | Yes/No |
| The policies listed in Section 6 are up to date and in action: | Yes/No |
| **The above named Centre:** |
| agrees to comply with the Certa Centre Agreement:  | Yes/No |
| agrees to ‘deliver recognised Access to HE courses in accordance with the requirements of the definitive Diploma documentation (QAA Licence Criteria 51a): | Yes/No |
| will make arrangements for moderator visits and final awards boards as requested by the AVA, and also provide information and access to records about assessment, internal moderation and student achievement as requested by the AVA. | Yes/No |
| will not sub-contract any part of its responsibilities for the delivery, assessment and quality assurance of the provision for which it is approved. | Yes/No |
| If the above named Centre is not subject to external inspection, then it undertakes to adhere to Certa’s Enhanced Monitoring Procedure in order to gain and maintain approval to run Access to HE diplomas. | Yes/No |
| will allow staff to participate in AVA events and activities that are essential for maintaining the quality and academic standards of the Access to HE Diploma. | Yes/No |
| will ensure that its public information about Access to HE is accurate and reliable and that any use it makes of the Access to HE logo and wordmark is consistent with QAA's guidance | Yes/No |
| has its main base in the UK. | Yes/No |
| will ensure that its public information about Access to HE is accurate and reliable and that any use it makes of the Access to HE logo and wordmark is consistent with QAA's guidance | Yes/No |
| has systems to ensure that only students with a UK address (including BFO) are registered for an Access to HE Diploma | Yes/No |
| has clear arrangements for the day-to-day operational management and coordination of Access to HE courses. | Yes/No |
| has systems for maintaining secure records of individual students' registration and achievement. | Yes/No |
| agrees to take immediate action to address any issue that poses a threat to the quality or academic standards of the AVA's Access to HE Diplomas or courses, or the integrity or reputation of the Access to HE Diploma, or of QAA, as maybe notified to it by the AVA. | Yes/No |
| I agree to inform Certa immediately should any changes occur to the information supplied in this application. | Yes/No |
| Signature: |  | Name: |  |
| Position: |  | Date: |  |

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| **Recommendation to Access to HE Committee**For Completion by Certa |
| Recommendation that Centre Recognition to be extended to include the Diploma(s) listed: | YES/NO |
| Recommendation that Application to offer the Diploma(s) refused for following reason(s): |  |
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| Recommendation that Approval deferred pending completion of the action plan below: | YES/NO/NA |
| Signed:  |  | Dated: |  |
| Position: |  |
| Date recommendation sent to Access to HE Committee |  |  |  |
| Date response sent to Centre: |  | Notes: |  |

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| Action PlanFor Completion by Certa |
| Action | Person responsible | Deadline | Completed |
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