**Centre Recognition and Approval to Run the Access to HE Diploma**

**Application Form**

*Please note that The Skills and Education Group Access is an Access Validating Agency (AVA) Regulated by the Quality Assurance Agency (QAA) and will be referred to throughout this document as the AVA*

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| Organisation Information | | | | |
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| 1.1 Organisation Name: |  | | | |
| UKRLP Number: |  | | Date organisation formed: |  |
| Organisation registered address (HQ): |  | | | |
| Postcode: |  | | | |
| Is this address different to that of the delivery centre? | | | | **YES/NO** |
|  |
| Is this address residential? | | | | **YES/NO** |
|  |
| Main Tel: |  | | | |
| Main Email: |  | | | |
| Website: |  | | | |
|  | | | | |
| 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) |  | Main Site 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 organisation: | | | | |
|  | | | | |
| Is the organisation subject to any bankruptcy or other financial arrangement? | | | | **YES/NO** |
|  |
| **NB.**  1. Please provide a copy of your Public Liability Insurance and, where appropriate, Employer’s Liability Insurance.  2. 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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| 2. Organisation Details | | | | |
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| **2.1 Delivery Centre Name** (if different from organisation name): |  | | | |
| **Delivery Centre Address** (if different from organisation registered address): |  | | | |
| **Main Contact:**  (in respect of this application): |  | | | |
| **Main Tel:** |  | **Email:** |  | |
| **Delivery Centre Type** (if different from 1.2): |  | | | |
|  | | | | |
| **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 your organisation currently works: |  | | | |
| Centre Number: |  | | | |
| Qualifications *(e.g. ‘range of BTECs’)*: |  | | | |
|  | | | | |
| **2.3 Has the organisation previously been a Skills and Education Group Access/Awards Centre?** | | | | **YES/NO** |
|  |
| If YES, Centre Name: |  | | | |
| Centre Address: |  | | | |
| Name of Head of Centre: |  | | | |
| Awarding Organisations with which your organisation currently works:  **NB: If you are currently working with another AVA for Access to HE, we will require a copy of the most recent quality assurance/compliance visit.** |  | | | |
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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** |
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| If YES, name and address of the other partners: | | | | |
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| **NB. Please enclose a copy of each partnership agreement.** | | | | |

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| **2.5 Are you subject to Ofstead Inspection?** | **YES/NO** |  |
| If No, please provide details of how you ensure the following:   * Observe, report and self-assess on taught sessions or tutorials * Monitor tutor expertise and practice * Record, analyse and compare student achievement and progression data to other Centre and national data, by Diploma subject area * Record and respond to student feedback to ensure that delivery is Equitable, Consistent and Robust[[1]](#footnote-1) | | |
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| **3. 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: |  |
|  | | |
| **3.2 Senior Manager Responsible for the Strategic Management of Access to HE Diploma/s (if different from above)** *i.e. person with overall responsibility for delivery, assessment and quality assurance of Access to HE.* | | |
| Name: |  | Address: |
| Position: |  |
| Tel: |  |
| Email: |  |
|  | | |
| **3.3 Curriculum Development Contact**  *i.e. person with direct responsibility for specific qualifications, if different from Centre Contact* | | |
| Name: |  | Address: |
| Position: |  |
| Tel: |  |
| Email: |  |
|  | | |
| **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: |  |
|  | | |
| **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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| **3.7 Exams Contact** *i.e. first point of contact for discussions of Registration and Awards issues, if different from Centre Contact* | | |
| Name: |  | Address: |
| Position: |  |
| Tel: |  |
| Email: |  |

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| **4. Curriculum Information** | | | | | | | | |
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| **4.1 Proposed Access to HE Diploma/s.** Please outline the supported curriculum you propose for learners and the sector(s) which it belongs to (see Appendix 1). *Please add rows for more additional Diplomas* | | | | | | | | |
| Access to HE Diploma ( ) | |  | | | Sector[[2]](#footnote-2) | |  | |
| Marketing Title/s | |  | | | | | | |
| Access to HE Diploma ( ) | |  | | | Sector | |  | |
| Marketing Title/s[[3]](#footnote-3) | |  | | | | | | |
| Recruitment and Delivery – please confirm with ‘x’ all that apply  Students will be: | | | | | | | | |
| Registered as UK-based (not including military personnel who may be overseas). | | | | | | | |  |
| Effectively recruited from the target groups for the Diploma(s) that you are seeking approval to offer. | | | | | | | |  |
| 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 | | | | | | | |  |
| Provided with information, advice and guidance on HE applications and progression opportunities. The applying organisation confirms by making this application that they have the expertise and resources to provide information, advice and guidance on HE applications and progression opportunities. | | | | | | | |  |
| Offered the opportunity to be accredited for prior certificated or work-based learning (RPL) in line with the current Access to HE Diploma Specification | | | | | | | |  |
| 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. | | | | | | | |  |
| **4.2 How many students does your organisation expect to register annually?** | | | | | | | | |
| 21 - 50 | 51 - 100 | | | 101 - 200 | | 200+ | | |
|  |  | | |  | |  | | |
| **4.3 Age of students** (please tick all that apply). | | | | | | | | |
| under 19 years | | | 19+ | | | | | |
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| **4.4 How will students be funded** (please identify all that apply). | | | | |
| Funded by the Government |  | Funded another way: |  | Please state: |
|  |
| Funded by Employer |  | Other (please specify) |  | |

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| **4.5 Which mode/s of study will you offer for students?** (please add Y to all that apply) | | | | | |
| Full Time | Part-time | Blended/  Hybrid | Online/  Distance | Evening | Other (please specify) |
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| **4.6 Curriculum Outline and delivery strategy, including resources and in consideration of named Higher Education progression routes:** | | | | | | |
|  | | | | | | |
| **4.7 Do you currently offer Access to HE provision with another Access Validating Agency?** | | | | | | **YES/NO** |
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|  | | | | | | |
| **4.8 Future plans** (please outline briefly any plans for future Access to HE Diplomas) | | | | | | |
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|  | | | | | | |
| **4.9 Curriculum Contacts** (please provide details of tutor team members) (add more rows if required) | | | | | | |
| Curriculum area | Name | Position | | Email | Qualification/s | |
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| Please explain how you will mitigate any risk to planned or unforeseen changes within the staff team for each Diploma. | | | | | | |
| Diploma: | | | Risks/mitigation: | | | |
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| 5. 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. |
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| 5.2 | Please outline the systems in place to maintain secure records of individual students’ registration and achievement. |
|  | |
| 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. |
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| 6. Quality Assurance | |
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| *Access to HE Diplomas 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 Skills and Education Group Access 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 Skills and Education Group Access calendar of activity as per the Access to HE handbook. Where appropriate, Skills and Education Group Access will review and agree changes to the Diploma in consultation with centres who have adopted it, and receiving Higher Education Institutions. Where centres 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. Skills and Education Group Access External or Centre Moderator 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 |

| **7. Declaration** | | | |
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| **7.1** | 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. | | |
| **7.2** | (please put an x against the appropriate response/s)I declare that:   * the relevant information is enclosed; * the policies listed in section 6 are up to date; * the organisation is fully compliant with the conditions listed in this document; or * the organisation is not yet fully compliant, but will become compliant on completion of the action(s) listed at the end of this document. | |  |
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| **7.3** | The Centre agrees to comply with the Skills and Education Group Access Centre Agreement, and deliver Access to HE Diploma/s in accordance with the requirements of the definitive Diploma specification. | | |
| **7.4** | I confirm that evidence to support this application will be made available to the Skills and Education Group Access Moderator at the forthcoming Centre Recognition visit. | | |
| Signature: | |  | |
| Name: | |  | |
| Position: | |  | |
| Date: | |  | |

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| **Self-Assessment of Centre Recognition Application** |

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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 Skills and Education Group Access is able to view the evidence shown below.** |

**Appendix 1: Requested Diplomas and Marketing Titles**

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| Access to HE Diploma ( ) | Marketing Titles[[4]](#footnote-4) |
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| ***For Skills and Education Group Access Use Only*** *(Centres may find it useful as a guide)* | | | |
| **CR1 Centre Management and Governance** | | | |
| **Criterion** | **Example(s) of evidence** | **QAA Licensing Criteria** | **Tick if complete** |
| CR1.1: Centre is financially sound and operating within legal requirements within the UK | Audited Accounts, Public Liability Insurance | 50 |  |
| CR1.2: Centre maintains a high ethical standard with respect to equal opportunities, eliminating discrimination, and complies with Equality and Diversity legislation. | Equal Opportunities Policy | 50 |  |
| CR1.3: Centre complies with UK health and safety legislation, and holds liability insurance appropriate to their legal obligations and type of provision | Health and Safety Policy  Public/Employer Liability Insurance | 50 |  |
| 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/s | 51g |  |
| 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 Skills and Education Group Access. | Admissions Policy | 50c |  |

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| **CR2 Teaching, Learning and Assessment Resources** | | | |
| **Criterion** | **Example(s) of evidence** | **QAA Licensing 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; HR policy for Recruitment, Induction and Support of staff; Centre Visit | 50d |  |
| CR2.2 Centre has a way of collecting feedback from learners to help identify where staff development is needed | Sample feedback forms  Staff Development Policy | 21, 30, 54d |  |
| CR2.3 The organisation has a robust curriculum / course review, and Self-Assessment systems in place. | Curriculum/  Course Review / Approval documents/  SAR | 66, 80 |  |
| CR2.4The organisation has administrative systems that will enable AVA requirements to be met promptly, accurately and securely, including in particular, systems for maintaining secure records of individual learner achievement and onward transmission of student certificates. | IT Systems / Filing Systems etc. | 48, 50j |  |
| CR2.5 The organisation has an Access to Fair Assessment or Special Considerations and Reasonable Adjustments policy, and agrees to inform the AVA immediately if a learner has requirements that require reasonable adjustments or special consideration. | Access to Fair Assessment Policy / Special Considerations and Reasonable Adjustments policy | 50f |  |

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| **CR3 Staffing** | | | |
| **Criterion** | **Example(s) of evidence** | **QAA Licensing 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.  Staff are able to provide student and grading data analysis reports to the AVA. | CVs/ Certificates  Results and data reports at FAB | 50g  37b, 38, 54c/d |  |
| CR3.2 Staff can demonstrate professional competence in assessment design and/or have attended AVA training in designing summative assessment tasks, and where inexperienced, assessment for beginners. | CVs/ Certificates | 50g |  |
| 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 | 50g |  |
| 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 AVA training course ‘Good Practice in Internal Verification’. | CVs/ Certificates | 50g |  |

| **CR4 Quality Assurance Systems** | | | |
| --- | --- | --- | --- |
| **Criterion** | **Example(s) of evidence** | **QAA Licensing Criteria** | **Tick if complete** |
| CR4.1 Organisations that have been, or are currently been working with another AVA have submitted recent Quality Assurance/Compliance reports for review | Current and last Centre and External Moderator visit reports |  |  |
| CR4.2 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 | 50 |  |
| CR4.3 Centre has a Malpractice and Maladministration Policy and procedures in place to minimise the risk of maladministration and 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 | 43, 52 |  |
| CR4.4 Centre has procedures in place to ensure the secure and fair delivery of assessments, allowing authentication of learner evidence | Assessment security arrangements  Access to Fair Assessment Policy | 21, 51c, 51g, 62c, 94, 95, 96,98, 99, 102, 114, |  |
| CR4.5 Centre has policies and procedures in place for candidates to formally complain, and to enquire, question, represent (grading judgements) or appeal against assessment decisions | Complaints Procedure  Appeals Procedure | 30b, 31, 50n |  |
| CR4.6 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 | 50k, 51c, 102, 110 |  |
| CR4.7 Staff understand the need for external standardisation (mandatory events); the organisation agrees to participate in, or contribute to, these events as required. | Evidence of regular attendance at external standardisation events | 51, 98, 100, 114, 117 |  |

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| **CR5 Additional Requirements specific to Access to HE Providers Only** | | | |
| **Criterion** | **Example(s) of evidence** | **QAA Licensing Criteria** | **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 Policy  Marketing 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 Requirements  Admissions Policy  Publicity Material | 50h |  |
| CR5.4 The organisation has resources to provide information, advice and guidance on HE applications and progression opportunities | Organisational Chart  Outline 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 AVA 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 Access to HE 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 2022. Policy can be emailed to Skills and Education Group Access the day after.*** | ***Quality Manager*** | ***23 April 2022*** |
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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 2022*** |
|  |  |  |  |

**Appendix 1: Sectors relating to proposed curriculum**

(Please put a x against those that are relevant)

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| **Sectors** (Assumes that all provision is Level 3 Access to HE Diplomas) | |
| 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 |  |

1. * equitable - at least of an equivalent quality as for those students studying at organisations subject to external inspection by other bodies
   * consistent - delivery of the programme of study is provided by qualified teachers and is at least as comparable to that at other organisations delivering the AVA’s Diplomas
   * robust - at least as secure as those for students studying at traditionally funded organisations

   [↑](#footnote-ref-1)
2. See Appendix 1 [↑](#footnote-ref-2)
3. Only pre-approved Marketing titles to be used in your public information. Titles must be related to Diploma title and provide clear progression routes from the Diploma. QAA requirement for AVA’s to check Centre Marketing information [↑](#footnote-ref-3)
4. Only the original Diploma title in full, or ‘Access to’ a subject within the Diploma curriculum can be used as a Marketing Title. Please see QAA [Access to HE Trademarks](mailto:https://www.qaa.ac.uk/docs/qaa/about-us/access-to-he-trademarks.pdf?sfvrsn=b7f2d981_4) for further guidance. [↑](#footnote-ref-4)