



CR1 Centre Recognition Application Form

Centre Name:

Guidance on completing the Centre Recognition Application Form

Your application

Thank you for applying to become an Approved Centre with BIIAB, we want to be clear at the outset that your application is important to us.

We have designed a robust application, so that we can, as far as reasonably possible, ensure that successful applicants are able to deliver high quality courses, using their sector competence and having the appropriate equipment available for them to give the learner a good experience.

This application is the first step to gaining approval to deliver Security courses, it is therefore essential that you, as the applicant provide all the required information and evidence, clearly, accurately, and promptly.

Information provided will be checked thoroughly, so please ensure that you have taken the necessary steps to ensure that the content accurately reflects your organisation, current legislation, and details of the delivery team.

Once you have submitted your application, we will not be asking for further versions of documents, as these should be correct to the best of your knowledge. Please note that errors may result in the application being declined and no refund will be provided.

Overview

This application form is designed to be used in conjunction with the Qualification Approval Application Form (CR2). It is to be used by Centres wishing to gain recognition approval to deliver Security qualifications for the first time with BIIAB as a new Centre.

Signing this application form confirms your acceptance of the requirements of the BIIAB Centre Agreement.

If you need any support completing the form, please contact security@biab.co.uk for support and guidance.

Section 1 - Centre Details

It is important that all areas on this page are fully completed and accurate. Most of the section is self-explanatory. However, when completing the question "Legal Entity," please identify based on the following options: - Institute of FE, Private Company, Charity, Public Service, Prison or Local Authority.

Section 2 - Policies and Procedures

This section confirms that you have taken the time to review your policies and procedures, ensuring that they are relevant, valid, and fit for purpose. Please ensure that all your documentation reflects your organisation and how you intend to manage your processes.

Section 3 - Assessment and Quality Assurance

This section should outline how you are going to ensure that the qualifications you deliver will meet the required standards. It is essential that you have clear evidence of how you are going to deliver and monitor the quality of your courses and provide feedback to learners and tutors to maintain/improve standards.

Section 4 – Resources and AIG

This section should identify what resources you will be providing, to enable the tutor to professionally deliver a quality course and ensures that the learner has a positive learning experience.

Section 5 - Centre Records

These sections cover all procedures and systems that you are required to have in place to meet the current Centre Recognition criteria. Please complete the column marked "Centre Use," confirming that these are in place. We will want to inspect these at a Centre Recognition and/or Quality Assurance visit which could be at the point of Centre Recognition, Qualification Approval or during the external quality assurance process. We will be looking to see that they are fit for purpose and that your working practices are in line with them.

Section 6 – Staffing

This section covers the general staffing arrangements that you are required to have in place. Please complete the column marked "Centre Use" confirming these are in place, and we will want to inspect these also. There is further detail required on this area in the Qualification Approval Application Form.

Section 7 - Centre Agreement

This is the Centre Agreement, which specifies the terms of approval and needs to be signed by the Head of Centre or another accountable person. Please ensure that you have checked everything listed in the Agreement prior to signing it. A sample agreement is available to view on our website.

Section 8 -Action Points to be completed prior to Approval

This section will be completed by BIIAB, so you do not need to enter any details. A date for actions (if any) to be met/completed will be agreed/confirmed prior to approval being awarded.



Submitting your Centre Recognition Application

Please email or send your completed Centre Recognition Application Form as well as the Qualification Approval Application Form with accompanying CVs and copy certificates to:

Email: security@biiab.co.uk

Address: BIIAB Qualifications Limited
Centre Recognition Team
Robins Wood House
Robins Wood Road
Aspley
Nottingham
NG8 3NH

DECLARATION FORM FOR ELIGIBLE BODIES CLAIMING VAT EXEMPTION FOR GOODS AND/OR SERVICES PURCHASED FOR THE DIRECT USE OF ITS STUDENTS FROM BIIAB

I declare that (Name and address of company)

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(please select one of the options below)

is an eligible body within the scope of the VAT (Education) Order 1994, and that the following services being purchased are for the direct use of our students in relation to an exempt supply of education. Note qualifying criteria below. **YES / NO**

OR

is not an eligible body but, supplies of training will be exempt if someone is contracted or subcontracted to provide education or vocational training under one of the government's approved training schemes and the services are ultimately funded by:

- the Young People's Learning Agency or the Skills Funding Agency
- the National Council for Education and Training for Wales
- a Local Enterprise Company; or
- the European Social Fund (under a scheme approved by the Department for Education).

YES / NO

Description of goods/services for which VAT exemption is requested:

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Signed: Date:

Position:

Email:

Eligible bodies for the purposes of the VAT (Education) Order 1994 includes a:

- UK University and any college, institution, school or hall of such a University (including any company controlled by a University which makes exempt supplies of education), a sixth form college, tertiary college or further education college or other centrally funded higher or further education institution (defined as such under the Education Acts) or the governing body of one of these institutions.
- UK Public body e.g., local authority, government department, executive agency, health authority, other non-profit making body that carries out duties of an essentially public nature similar to those carried out by a local authority or government department.
- Non-profit making organisation that meets certain conditions i.e., a body which is precluded from distributing and does not distribute any profit it makes and applies any profits made from supplies of education and research to the continuance or improvement of such supplies.

Section 1 – Centre Details

Centre Name:	
Trading Name (If applicable)	
Centre Address: This is the address where the main office is.	
Delivery Address: You will need approval for each site to be used	
Legal Entity:	
Telephone Number:	
Website Address:	
Main Email:	
UKPRN:	
Company Registration No:	
Date of Incorporation:	
Charity Registration No:	

Role	Name	Email Address	Telephone Number
Head Of Centre: There should be a minimum of 2 different contacts			
Accountable Person:			
Centre Contact:			

Examinations / Results Contact:			
Finance Contact:			

	Yes / No	Details / Grade /Sanction (As Applicable)	Date
Is your Centre currently approved with any other Awarding Organisations?			
Have you ever been approved as Centre with a different name – (if yes please state the name)			
Have you ever been refused approval, or had your approval to offer a qualification or funded apprenticeships withdrawn?			
Have you ever, under a different Centre name been refused approval, or had your approval to offer a qualification or funded apprenticeships withdrawn?			

Section 2 - Policies and Procedures

Ref	Criteria	Centre Use	BIIAB Use
P1	The Centre has in place equal opportunities, access and fair examination policies and they are understood and complied with by all relevant persons (including learners, trainers, examiners, assessors, IQAs etc).		
P2	The Centre must ensure that the responsibilities of the examination and quality assurance team are documented and clearly understood.		
P3	The Centre must have quality assurance procedures in place that are clearly documented and are consistent with BIIAB requirements.		
P4	The Centre must have an established appeals and complaints procedure which is documented and made available to all learners. It must ensure learners are also made aware of BIIAB's appeals and complaints procedure upon registration.		
P5	BIIAB must be notified of any changes which may affect the Centre's ability to meet the approved Centre criteria (including changes to Centre personnel).		
P6	The Centre must have in place a Conflict-of-Interest policy that ensures no member of staff trains and/or assesses learners in which they have a vested interest.		
P7	The Centre has in place processes, which are kept up to date to support the prevention and investigation of malpractice and maladministration. It will inform BIIAB of any instances that are discovered and will assist in any further investigation by BIIAB or relevant regulatory authorities as is seen appropriate.		
P8	Centres must have systems and policies in place to ensure that all work carried out by a third party, satellite venues, etc meet the requirements as set out by BIIAB and relevant regulatory authorities, and that they have the capacity to meet those requirements.		
P9	The Centre must have a specific policy in place to support learners in the event of centre approval being withdrawn.		

P10	Centres will agree in writing, with the third party and BIIAB, the requirements that any third party must comply with and monitor the third party's compliance to these written requirements.		
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Section 3 – Assessment and Quality Assurance

Ref	Criteria	Centre Use	BIIAB Use
A1	Internal verification and assessment procedures and activities must be clearly documented, consistent with national requirements and ensure the quality and consistency of assessment.		
A2	Assessment decisions and practices must be sampled regularly, and findings acted upon to ensure consistency and fairness.		
A3	Records of internal verification activity must be maintained in line with BIIAB requirements and made available for the purpose of auditing.		
A4	The effectiveness of the internal verification strategy must be reviewed against national requirements and corrective measures implemented.		
A5	Information and Recording systems must enable learner's initial assessment and diagnostics to be monitored and reviewed.		
A6	Information and recording systems must enable learners' achievement to be monitored and reviewed in relation to the centre's equal opportunities policy.		
A7	Actions identified by External Quality Assurance visits must be disseminated to appropriate staff and corrective measures implemented.		

Section 4 – Resources and IAG

Ref	Criteria	Centre Use	BIIAB Use
R1	Equipment and accommodation used for the purpose of assessment must comply with the requirements of any relevant legislation, including Health and Safety.		
R2	Resource needs must be accurately identified in relation to the specific award(s) and those resources made available.		
R3	Information, advice and guidance about qualification / standards delivery procedures and practices are provided to learners and potential learners.		
R4	Access to assessment is encouraged through the use of a range of valid assessment methods.		
R5	Learners have regular opportunities to review their progress and goals and to revise their assessment plans accordingly.		

Section 5 - Centre Records

Ref	Criteria	Centre Use	BIIAB Use
CR1	The centre must have a process in place to confirm each learner's identity prior to assessment taking place.		
CR2	The centre must ensure that all registrations and claims for certification are accurate and processed in a timely manner taking into account any restrictions to the minimum amount of time a learner must be registered before certification as defined by BIIAB or relevant regulatory authorities.		
CR3	Centres must make available information relating to the use of satellite venues to BIIAB and relevant regulatory authorities, prior to use.		
CR4	Learner records, assessment records and details of achievements must be accurate, kept up to date and securely stored in line with BIIAB requirements and local Data Protection Legislation.		

CR5	All records relating to learners registered with BIIAB must be kept for a minimum period of 3 years from the date of qualification completion (including records relating to equality, PAR, Special Consideration etc) (please refer to the BIIAB Centre Record Keeping Policy for more guidance).		
CR6	Centres must assist BIIAB in carrying out monitoring activities and make available access to premises, people and records as required. This assistance must also be extended to any regulatory authorities.		

Section 6 – Staffing

Ref	Criteria	Centre Use	BIIAB Use
S1	The centre has sufficient managerial and other resources to effectively deliver the qualifications or standards learning programme for which it is approved as required by BIIAB.		
S2	There are sufficient competent and qualified assessment, teaching/training, examiner, invigilator, and quality assurance personnel to meet the demand of learners. One person cannot be named for all roles.		
S3	The centre must ensure that members of staff are appropriately trained to carry out their roles. Annual requirements for; Continuing Professional Development (CPD), Action Counters Terrorism (ACT) and Physical Intervention License (with current ID image) must be submitted.		
S4	There are effective communication systems in place to keep staff (including third party and sub-contracted venues) up to date with both internal and BIIAB policies and procedures.		

Section 7 – Centre Agreement

Ref	Declaration	Centre Use	BIIAB Use
CA1	I confirm that the Centre satisfies all BIIAB requirements in respect of this application and that the details are, to the best of my knowledge, correct.		
CA2	I confirm that, as the Head of Centre I will ensure the centre abides by the requirements of the regulators and any training, assessment and examination regulations as defined by BIIAB.		
CA3	I confirm that all staff members involved in the delivery and assessment of the programmes have current occupational competence.		
CA4	I confirm that all relevant documentation relating to this document (including Internal Quality Assurance Policy, Assessment Policy, Equal Opportunities Policy, Health and Safety Policy and the centre’s Complaints and Appeals Procedure) will be available for inspection at the centre’s approval visit.		
CA5	The Centre will apply for written approval prior to permitting a third party (provider or satellite) to deliver any part of its qualifications, including assessments.		
CA6	I confirm that the Centre will undertake to use buildings for assessment purposes that provide access for all learners in accordance with relevant legislation and BIIAB’s Guide for Centres.		
CA7	I accept that BIIAB will hold indefinitely, and process the information given and may use it for any purpose deemed relevant to the organisation. This includes passing on information to third parties where needed (for example in processing staff approval information or for intelligence purposes to assist in maintaining the integrity of its qualifications). It is the centre’s responsibility to ensure that all staff members are aware that their details are being processed and held by BIIAB.		
CA8	I acknowledge that BIIAB may perform a credit check as part of the Centre Recognition process and I agree that payment of all invoices will be made in line with the agreed payment terms.		

CA9	I understand that if the Centre does not register learners with BIIAB for a period of 12 months, approval may be removed, and the Centre will be required to re-apply.		
CA10	I understand that BIIAB has the right to apply appropriate sanction(s) if any of the criteria are not met.		
CA11	I confirm that the Centre will comply with all requirements as set out by BIIAB and additional requirements for a particular product as set out in its approval process (including policies and procedures and assessment strategies as defined by BIIAB) and in doing so will continue to meet the Centre Recognition criteria.		

Applicant Signature:.....

Name:

Position:

Date: