

Qualification Approval Policy

1 General

- 1.1 This policy covers the BIIAB Qualifications Limited¹ approval arrangements for regulated qualifications. It seeks to inform Centres of the requirements and review of such approvals, and of the advice and guidance available for centres wishing to apply.
- 1.2 Organisations must first be recognised as a Centre (Centre Recognition Policy) before approval to offer qualifications and units / components is given.
- 1.3 Notification of a new or an approved Centre's intentions to deliver qualifications or units must be submitted on form CR2 Qualification Intention to Deliver.
- 1.4 Centres must **not** advertise our qualifications in their prospectuses or on their websites, nor deliver them before approval is given to do so.

2 Risk Assessment

- 2.1 Once an Intention to Deliver application is received, Centres will be risk assessed to determine the level of support they require.
- 2.2 The risk assessment is based upon the experience of Centres delivering similar qualification types and levels. Centres may be considered low, medium or high risk.
 - 2.2.1 Centres that are considered low risk may be approved immediately and will be allowed to enrol learners.
 - 2.2.2 Centres that are considered medium risk will be required to submit further information to clarify their readiness and expertise to deliver the intended qualifications. This will usually be in the form of a desk top review of a selection of assessment tasks.

Centres falling into either of the categories above may still request a Qualification Advisory Visit from a subject specialist which can be tailored to Centre staff requirements. A fee is charged for such visits.
 - 2.2.3 Centres which are considered high risk will usually have no experience in the qualification subject area or level or learner demographic² and consequently will be required to have a Qualification Approval Visit.

¹ BIIAB Qualifications Limited is a recognised awarding organisation and part of the Skills and Education Group.

² This list is not exhaustive and other criteria may suggest a visit is required

3 Qualification Approval Visits

- 3.1 These are arranged at a time to suit the Centre.
- 3.2 We reserve the right to invoice and collect fees prior to the visit taking place and to charge for any visit that a Centre cancels without sufficient or reasonable notice. Fees are non-refundable.
- 3.3 All approval visits will be conducted by a subject specialist who will:
 - 3.3.1 determine that adequate and appropriate physical and human resources are in place;
 - 3.3.2 review assessment plans and assessment tasks to ensure the content of assessment is fit for purpose, appropriate to the method of assessment chosen and consistent with the qualification's learning outcomes / assessment criteria.
 - 3.3.3 offer specialist advice on delivery and assessment of the qualification / units;
 - 3.3.4 confirm appropriate internal quality assurance is in place to protect both the integrity of the qualifications to be delivered and the interests of all learners.
- 3.4 Following a visit, a report is written and an action plan, if required, agreed with the Centre.
 - 3.4.1 Some actions may need to be completed before Centres are allowed to enrol learners.
 - 3.4.2 If actions are minor we may allow enrolments subject to the actions being completed by the timescales specified.

4 Continuation of Approval

- 4.1 Once approved, Centres may continue to offer the qualifications for which they have gained approval as long as they remain available.
- 4.2 Any changes to qualifications / units are notified to Centres. However, as a result of these changes, a Centre's qualification approval to offer them may be reviewed.
- 4.3 Approval will also be reviewed following monitoring activities if Centres fail to meet the standards required.

5 Resources

5.1 Centres must ensure all appropriate staff, physical resources and systems are in place to deliver and assess the qualifications according to the standards, policies, procedures and guidelines as published. These standards and requirements are identified in the following documents which are available on the website:

- Qualification Guides (specifications);
- Additional Assessment Guidance (if applicable);
- Sample assessment materials;
- Sample quality assurance templates;
- Delivering and Assessing Qualifications;
- Internal Quality Assurance of Qualifications;
- Centre Record Keeping;
- Centre Health and Safety;
- Equality and Diversity;
- Centre Invoicing;
- Despatch of Assessment Evidence.

6 External Quality Assurance and Sanctions

6.1 We will monitor qualification standards through our external quality assurance process.³ This process may require actions by the Centre. Serious actions or a failure to complete actions may result in sanctions.⁴

6.2 We will always offer further support to a Centre which may be struggling to achieve or maintain the qualification standard required. In some circumstances we will need to withdraw a Centre's qualification approval temporarily or permanently.

6.3 Any actions resulting in a permanent withdrawal of qualification approval may impact on a Centre's eligibility to deliver other qualifications, its Centre recognition or its approval with other awarding organisations in that sector.

6.3.1 We will give centres guidance on protecting the interests of learners appropriate to the circumstances of withdrawing qualification approval.

³ See External Quality Assurance Policy.

⁴ See Sanctions Policy.

7 Qualification Approval Withdrawal

7.1 We will not progress an approval request if:

- new Centres fail to provide the required evidence which would demonstrate their readiness to deliver and assess the qualifications for which they have applied.

7.2 We will withdraw an existing approval in the following circumstances:

- Where new Centres do not enrol any learners on a qualification during the first two years following approval.
- Where an existing Centre has been inactive for a period of three years;
- Where a Sanction at level 3 has been imposed.

7.3 Centres which decide to relinquish their qualification approval status:

- Must give at least one month's notice of their intention to withdraw;
- Must put appropriate plans in place to allow claims for full / credit certification to which learners may be entitled;
- Must follow our guidelines at the time to ensure learners are not disadvantaged throughout the process.

7.4 Following such withdrawals, Centres will be required to go through the qualification approval process again should they wish to deliver at a future date.

8 Quality Assurance

8.1 This policy and guidance is reviewed annually to ensure it continues to meet the needs of our centres and the Regulators⁵.

⁵ Ofqual in England; Qualification Wales; CCEA Regulation in NI; SQA in Scotland.