

Centre Recognition Policy

1 General

- 1.1 BIIAB Qualifications Limited¹ is required to ensure that learners entered for its assessments and examinations are given such training, tuition, support and access to resources which will offer them the best chance of success.
- 1.2 An organisation must go through a centre recognition process before it is allowed to deliver and assess regulated ²units / components and qualifications. Centres must not start delivery without written confirmation of approval.
- 1.3 Centre recognition does not endorse the activities or credibility of the organisation, other than in its standing to apply for approval to run courses / programmes that lead to the award of units and qualifications and to accept and apply our policies and procedures in support of that activity.
- 1.4 We consider applications from all centres and do not discriminate³ against type or size of organisation. We judge a centre's application on its ability to quality assure the delivery and assessment of our units and qualifications.
 - 1.4.1 We consider applications from international centres which are organisations in their own right or international sites of an approved organisation in the UK.⁴
- 1.5 Centre recognition embraces all annexes, sites and franchised locations of the named organisation. Such extensions of the recognised centre are not considered to have an independent approval and the recognised centre will be deemed wholly responsible for activities undertaken at these sites.

¹ BIIAB Qualifications Limited is a recognised Awarding Organisation and part of the Skills and Education Group.

² Regulated qualifications are accredited and monitored by Ofqual in England, Qualification Wales, CCEA in NI and SQO in Scotland.

³ See Equality and Diversity Policy.

⁴ Centres seeking recognition and operating in international markets must either have established links with an approved UK Centre or must be able to demonstrate robust quality assurance arrangements which can readily be monitored by our external quality assurers and examiners.

1.5.1 An organisation may determine such a site as eligible to receive communications directly from us. Eligibility is defined by the presence of an Examinations Officer or persons with the appropriate authority to manage one or more of the following:

- process enrolments / registrations;
- assessments and claims for certification.

1.6 Centres which plan to sub-contract any part of the enrolment, delivery or assessment of our qualifications to another independent organisation must declare that partnership and have the appropriate agreements in place to ensure those arrangements do not put the recognition of the approved centre at risk. We will hold the recognised Centre wholly responsible for such arrangements.

1.6.1 All Partner Organisations must be registered as a site and full details of their location and staff given.

1.7 In order to maintain a high level of support to a centre throughout the period of recognition, all centres will be charged an annual fee, invoiced at the beginning of September each year. Centres approved in-year will not be invoiced until the following September.

1.8 We reserve the right to decline an application for Centre Recognition without providing a rationale for the decision.

2 Applying for Centre Recognition

2.1 Visit 'Become a Centre' on the website, read the available documentation and complete:

- the CR1 Centre Recognition Application Form.
- the CR2 Qualification Approval Form confirming which qualifications / units a Centre are intending to offer

and provide the relevant third-party reports / endorsements and / or agreements that will support the application.

We can also offer additional support to Centres in preparing to become a recognised Centre. For more information please contact: CustomerSupport@BIIAB.co.uk or Tel: 0115 854 1620.

- 2.2 Applications must confirm that Centres have the policies and procedures in place to support the quality assurance at the Centre and thus ensuring that qualifications are delivered and assessed in a robust, fair and reliable way.
- 2.3 Centres must be able to evidence their quality assurance procedures through submission of documents directly to BIIAB Qualifications Limited and / or during a quality assurance visit which could be at the point of Centre recognition, qualification approval or during the external quality assurance process.
- 2.3.1 The point at which this visit takes place is determined by a risk assessment of a Centre and the level of monitoring we believe a Centre will require, in order to successfully deliver and assess regulated units / components and qualifications.
- 2.3.2 The criteria upon which these judgements are made include but are not restricted to a Centre's experience and expertise and its association and performance with other nationally recognised awarding organisations.
- 2.3.1 Centres with experience of delivering and assessing qualifications may be mutually recognised and in these cases, may move directly to the process for Qualification Approval.⁵

3 Centre Recognition Visits

- 3.1 These are required where a Centre has limited /no experience of working with an Awarding Organisation or where it is a requirement of the Regulator.
- 3.2 All recognition visits will be conducted by a Quality Assurer who will review the evidence supplied by the Centre in support of their application.
- 3.3 Fees for recognition visits are available on the website and are non-refundable.
- 3.4 We reserve the right to charge for any pre-arranged visit and / or activities that a Centre cancels without sufficient or reasonable notice, and the right to invoice and require payment of visit fees before the visit takes place.
- 3.5 Following a visit, a Centre will receive a written report and an action plan (if required). A Centre will not be recognised until any actions have been completed.

⁵ See Qualification Approval Policy

4 Recognition

- 4.1 Once a centre has completed the recognition process it will be required to sign a Centre Agreement. The Agreement specifies the terms of approval and the joint commitment to the protection of products / qualification standards and the interests of the learner. When this has been signed and returned, confirmation of recognition including a recognition certificate is sent to the centre.
- 4.2 We require Centres to alert us to any significant changes to contact details or the structure, location and / or ownership of the organisation.
- 4.3 Responsibility for ongoing quality assurance and the adherence to the Centre Agreement rests with the named person accountable for the activities of the organisation i.e. the Head of Centre.
 - 4.3.1 Details of all policies and procedures which underpin these arrangements are available on our website.
- 4.4 Centres are advised that any persons named on the approval documentation will receive information from us, whether it concerns amendments to policies and procedures or to qualifications or our qualification offer. These key contacts will also be provided with information on events and training relating to a centre's offer and will be responsible for the internal circulation of information to relevant centre personnel.

5 External Quality Assurance

- 5.1 Recognition is a one-off process subject to the centre continuing to enrol learners and taking part in regular monitoring activity. Our External Quality Assurance Policy sets out the process for this monitoring activity.
- 5.2 Through external quality assurance, we ensure that approved Centres provide learners with access to fair and reliable assessment opportunities, and that evidence of learner achievement meets the standard required in the published learning outcomes and assessment criteria of our qualifications. It confirms the authenticity, validity and objectivity of practice.

- 5.3 Centres – as a minimum - will be subject to annual quality assurance dependent upon the type and nature of the regulated qualifications and units / components offered. Centre requests or our requirement for additional moderation are chargeable.
- 5.4 External quality assurance is flexible and may be applied at any time of the year. The frequency and timing of external quality assurance will be dependent on different factors including the type of qualification being delivered.

6 Sanctions

- 6.1 Sanctions⁶ may be imposed on a Centre where it fails to comply with the requirements of our policies or procedures or has put the integrity of our qualifications at risk and / or failed to support the achievement of learners.
- 6.2 Any actions resulting in suspension or withdrawal of centre recognition will impact on a Centre’s eligibility to deliver our qualifications and may impact on the eligibility to deliver qualifications with other awarding organisations.
- 6.3 Where recognition is withdrawn or relinquished, we will, with the co-operation of the Centre under its obligations to its learners and the conditions of its agreement with us:
- endeavor to ensure the interest of all learners are protected,
 - and if required and where possible, identify alternative arrangements whereby learners may complete their qualifications.

7 Resources

- 7.1 Centres must have and retain a workforce of appropriate size and competence to undertake the delivery of regulated qualifications / units / components. This includes taking steps to ensure occupational competence where this is required for the assessment of specific qualifications and units.
- 7.2 Centres must also ensure that they have appropriate and sufficient physical resources to undertake the delivery of all units / qualifications.

⁶ See Sanctions Policy

- 7.3 All centre staff will be expected to co-operate with us and the Regulators⁷ to ensure that it can produce information and documentation that may be required as part of any monitoring process.
- 7.4 The roles and responsibilities of all those responsible for the delivery, assessment and internal quality assurance of qualifications at a Centre are documented in the following:
- Delivering and Assessing Qualifications.
 - Internal Quality Assurance of Qualifications.
 - Individual Qualification Guides (specifications).

8 Equalities Law

- 8.1 Centres will be expected to undertake the delivery of all qualifications in accordance with Equalities Law.
- 8.2 Centres must show that they are clearly committed to supporting equality and diversity for learners by ensuring open access to qualifications and assessments irrespective of age, gender, ethnic origin, religious beliefs, employment status, nationality, sexual orientation, marital status or disability⁸.

9 Recognition Withdrawal / Relinquishment

- 9.1 Centres may relinquish their recognition but are bound by the terms of the Centre Agreement and their responsibilities to their learners.

Centres which decide to relinquish their Centre recognition status for whatever reason:

- must give at least one month's notice in writing of their intention to relinquish.
- must put appropriate plans in place for learners to complete their qualifications and to allow claims for full or credit / unit certification to which learners may be entitled.
- must follow any guidelines as given at the time to ensure learners are not disadvantaged throughout the process.
- will be liable for the full annual fee for the academic year in which they are seeking relinquishment whilst they have continued access to our services and portfolio of products.

⁷ Ofqual in England, Qualification Wales, CCEA in NI and SQA in Scotland.

⁸ See Equality and Diversity Policy.

9.1.1 Centres which do not notify us of their intentions to relinquish recognition or which fail to register any learners for a period of one year will be deemed 'inactive' and will ultimately receive the status of 'archived'. We will not notify a centre of this action.

9.2 We will withdraw Centre Recognition:

- where Centres do not enrol any learners during the first year following Centre recognition
- where an existing Centre has been inactive for a period of two years
- where a Level 5 Sanction has been imposed against the Centre.

9.2.1 In respect of a sanction, we will give notice of our intention to withdraw recognition indicating the reason for our decision and the actions required in relation to a Centre's learners who may not have yet completed their studies or been certificated.

9.3 As a result of all withdrawals and relinquishments, Centres will be required to:

- ensure all registered learners are allowed to complete their qualifications where possible.
- pay any outstanding debts.
- remove references to their recognition status across all media.
- remove our Centre recognition certificate from display.
- Centres will be required to go through the centre recognition process again if they decide to offer our qualifications at a later date.

10 Quality Assurance

10.1 This policy and guidance are reviewed annually to ensure it continues to meet the needs of our customers and the Regulators.