

# Application for Centre Approval Form



## Guidance

*Please read the following documents before completing this application:*

- ✓ QBUK Centre and Qualification Approval Procedure
- ✓ QBUK Centre & Qualification Approval Criteria and Guidance
- ✓ QBUK Centre Handbook
- ✓ Relevant Qualification Specification(s)

Please note that all fields are mandatory unless otherwise specified, and failure to complete this form fully and accurately may delay or prevent your application being processed.

Instructions on how to submit your form are found at the end of this document.

### Centre Information : 1

|  |  |
|--|--|
| Centre Name:   | Business Registration No:                                |
| Current Address:   | Telephone:   |
| Use the above address for shipping of any materials/hard copy certificates? (If No, please provide alternative full address) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Email Address:   | Website:   |

Provide a brief description of your business activities

**Centre Type**  
(Please choose)

- ☐ FE College
- ☐ Higher Education Institution
- ☐ Private Training Provider
- ☐ Employer
- ☐ Voluntary Organisational/Charity
- ☐ School/ Sixth Form College
- ☐ Local Authority
- ☐ Community Learning Provider
- ☐ Other - please specify:

**Centre Contacts : 2**

**Head of Centre** *(single named point of accountability)*

|       |            |        |
|-------|------------|--------|
| Name: | Job title: | Email: |
|-------|------------|--------|

**Main Centre Contact/Co-ordinator** *(if the responsibility for day-to-day centre operations is delegated by the head of centre to another member of staff)*

|       |            |        |
|-------|------------|--------|
| Name: | Job title: | Email: |
|-------|------------|--------|

**Examinations Officer** *(responsible for the overall administration of registrations, certifications and examinations)*

|       |            |        |
|-------|------------|--------|
| Name: | Job title: | Email: |
|-------|------------|--------|

**Finance Officer** *(responsible for payment of invoices)*

|       |            |        |
|-------|------------|--------|
| Name: | Job title: | Email: |
|-------|------------|--------|

**Other Persons Connected to the Centre**

|  |  |
|--|--|
| Please list the names of all your organisation's directors and all persons who have powers of representation, decision or control within your organisation |  |
|--|--|

### Other Approvals and Accreditations : 3

Is your Organisation Approved by any other Awarding Organizations?

Yes ☐ No ☐

If yes, please state which Awarding Organization(s), your Centre number(s) and the details of your approval. Please provide a copy of your most recent External Quality Assurance report(s).

Date(s) of most EQA visit/inspection

External Quality Assurance reports attached?

Yes ☐

No ☐

N/A ☐

Has your organisation ever been refused approval by another Awarding Organisation? If Yes, please provide details below.

Yes ☐

No ☐

Has your organisation ever had approval as a Centre or approval to offer a qualification withdrawn or suspended by another Awarding Organisation or other regulatory authority? If Yes, please provide details below.

Yes ☐

No ☐

Has your organisation ever been under sanction or investigation by any Awarding Organisation, Regulatory or Government body, whether the allegation was upheld or not? If Yes, please provide details below.

Yes ☐

No ☐

Please list any accreditation your organisation has with any other regulatory or quality assurance organisations (e.g. ISO, Matrix, Investors in People, etc.). State the name of the issuing authority and date the accreditation was granted.

Do you collect Unique Learner Numbers (ULNs)?

Yes ☐

No ☐

## Candidate & Staff Records and Security Arrangements : 4

### Candidate Records

Please provide details of the records you will keep for all candidates (*a Candidate Registration Form template can be provided by QBUK upon request*)

|  |                              |                             |
|--|------------------------------|-----------------------------|
| A record of each candidate's: <ul style="list-style-type: none"> <li>• Full name</li> <li>• Full postal address</li> <li>• Date of birth</li> <li>• Contact telephone number</li> <li>• Email address</li> </ul> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copies of results notifications and/or certificates  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other records ( <i>if Yes, please provide details below</i> )  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please state how and where these records will be held to ensure their security

### Staff Records: 5

Please provide details of the records you will keep for all staff

|   |                              |                             |
|---|------------------------------|-----------------------------|
| A record of each staff member's: <ul style="list-style-type: none"> <li>• Full name</li> <li>• Full postal address</li> <li>• Date of birth</li> <li>• Contact telephone number</li> <li>• Email address</li> </ul> | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Copies of staff CVs and relevant qualifications   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Details of staff CPD and any relevant staff development activities  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Other records ( <i>if Yes, please provide details below</i> )   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

### Security Arrangements : 6

Outline your procedures and the arrangements in place for maintaining the security of assessment materials (*including secure examination papers, where applicable*)

## Delivery, Assessment and Quality Assurance Arrangements

How or where do you deliver training and/or courses? (Select all that apply)

- At your own premises
- At a customer's premises
- By distance learning (including online learning)
- By blended learning
- At a hired venue
- Overseas
- Other – please state:

### Internal Quality Assurance

What procedures and arrangements are in place for the prevention, identification and management of plagiarism, candidate collusion, maladministration and malpractice?

How are your policies, procedures and other arrangements effectively monitored and reviewed?

I also understand that candidates awarded a QBUK qualification or unit certificate will receive an e-certificate as standard, in place of a hard copy (paper) certificate.

E-certificates contain additional security features to those found on traditional paper certificates and are compatible with the QBUK Online Certificate Verification tool. E-certificates are kinder to the environment and this is one way in which we are reducing our carbon footprint and responding to the national and international climate change emergency.

Traditional hard copy certificates can be requested from QBUK for an additional fee. Standard e-certificates can also be printed out by the centre or by the candidate for use in a paper-format portfolio or to be displayed in paper format where required.

Signature of Head of Centre  
(an electronic signature is acceptable)

Full name

Date