

# Application for Qualification Approval Form



## 1. Important Information

### *Who should use this form?*

- a) new Applicant Centres, submitting this Application for Qualification Approval Form need alongside their Application for Centre Approval
- b) existing Approved Centres who wish to apply for additional qualification approval(s).

### *Submitting your application*

**Centres operating directly under QBUK** should email completed form plus any supporting documentation to [approvals@qbuk.uk](mailto:approvals@qbuk.uk).

**Centres operating via a QBUK Regional Representative** should email completed form plus any supporting documentation to their nominated centre contact.

A member of our approvals team will review your application, and they may seek additional information if necessary. The Qualification Approval Procedure document provides more details on the process of approving qualifications and centres.

## 2. Centre Details

Centre Name	
Centre Number*	
Head of Centre	
Examinations Officer	

*\*for existing Approved Centres only.*

## 4.Existing Approvals

4.1 Are you applying for a qualification that you are already delivering through another awarding organisation?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>(If NO, now go to section 5)</b>
4.2 Through which awarding organisation do you offer the qualification(s)?	From University and From Our Own Campus
4.3 Please attach evidence of qualification approval (Ideally this will be the two most recent quality assurance/moderation reports to include this qualification and should be within the last two years)	Submitted <input type="checkbox"/>
4.4 Have you ever had registration or certification status removed or suspended for this qualification?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>(If NO, now go to section 5)</b>
4.5 If Yes above, date when status was removed/suspended	
4.6 Please provide a brief explanation of why registration and/or certification status was removed/suspended and what corrective actions have been taken	

## 5.Delivery and Quality Assurance Arrangements

5.1 Please explain how the qualification(s) will fit into and complement your existing curriculum.

5.2 Is the centre proposing to work in partnership with any other organisations for the delivery of these GA qualifications? If so, provide details of the roles and responsibilities of each party.

## 6.Resources and Staff Development

6.1 Please provide a brief description of your facilities, equipment and other teaching, learning and assessment resources available at your centre for staff and for learners.

6.2 Please provide a brief description of arrangements in place for staff support and development for all staff involved in the delivery of these qualifications.

## 7.Teaching, Learning and Assessment

7.1 Please provide a brief description of how information, advice and guidance are provided to learners, including your induction process, how details of assessment and quality assurance arrangements are shared with learners and how learners' progress is reviewed.

7.2 Please provide a brief description of how teaching, learning and assessment of the qualification(s) will be undertaken.

## 8. Internal Moderation and Quality Assurance Arrangements

8.1 Please provide a brief description of the centre's internal moderation and / or quality assurance arrangements for these qualifications.

8.2 Please provide a brief description of the centre's arrangements for the prevention, identification and management of maladministration and malpractice.

## SECTION 8 – Declaration

This application form must be signed and dated by the Head of Centre.

I hereby confirm that the information provided is accurate and a true reflection of our centre's current status. I understand that, should any information provided be found to be incomplete or inaccurate, this could have a detrimental effect on our centre's approval with QBUK. I further confirm that our centre agrees to and is bound by the QBUK Terms and Conditions of Business, together with any and all relevant policies, procedures and requirements as published by QBUK and notified to us including, but not limited to:

- The Conflict of Interest Policy
- The Malpractice and Maladministration Policy and Procedure
- The Centre Handbook
- The Whistleblowing Policy
- The Appeals Policy & Procedure
- The Comments, Compliments and Complaints Policy and Procedure
- The Candidate Access Policy and Procedure
- Any relevant Qualification Specification
- The CASS and Moderation Policy and Procedure

Signed by Head of Centre	
Print Name	
Date	