

Please complete this form in BLOCK CAPITALS



CENTRE RECOGNITION FORM
for
ACCREDITED QUALIFICATIONS
(QCF)
UK ONLY

SECTION A

Centre Recognition Status

National Centre Number <i>(if applicable)</i>	
Centre Name	
Centre's preferred name <i>(if different to above)</i>	

Part 1 Centre Information

A1.1 Name of main contact:

Name:	
Centre: Building name/number	
Street/road name	
Town/city	
County/country	
Post code	
Main Email address	
Main telephone number	
Website	

A1.2 Point of Accountability (name of person accountable for the Quality Assurance of ISMM qualifications)

Name <i>(if different from main contact)</i>	
Job title of this person	
Address of this person <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Telephone number	

A1.3 Person responsible for the administration of assessments (eg examination officer)

Please provide a named point of contact responsible for the registration of candidates and the administration of ISMM-supplied assignments.

Name	
Job title	
Address <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Phone number	
Fax number (optional)	

A1.4 Finance

Name of billing/finance contact	
Job title of this person	
Centre billing/finance address <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Phone number	

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A1.5 Type of centre

A1.5.1 Please tick the relevant box(es) below to indicate what type of organisation the centre is.

School		FE college / tertiary college	
Sixth form college		University / Higher Education institution	
Private Training Provider		Employer	
Armed Forces		NHS	
HM Prison / YOI		Local government / central government	
Local Authority – Adult Education		Local Authority – Other	
Voluntary organisation / charity		Other (please specify below)	

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A1.6 Qualification provider and other quality assurance details

A1.6.1 In the past five years has the centre applied for centre recognition from another qualification provider?
(e.g. a UK Awarding Organisation)

Yes

No

If you have ticked yes to A1.6.1, please complete the following table:

Name of qualification provider	Date of application	Centre recognition obtained? Y/N	If centre recognition was refused please provide dates and details on a separate sheet	If centre recognition was obtained but later withdrawn or suspended please provide details, including dates, on a separate sheet	Give date and details of reinstatement and/or overturning of refusal, if applicable, on a separate sheet

Please continue on a separate sheet if required

A1.6.2 Is the centre involved with any quality assurance programme?

For example ISO / BSI, Scottish Quality Management System (SQMA), Total Quality Management (TQM) Training Quality Standard (TQS)

Yes

No

If you have ticked yes to A1.6.2 please state the organisation(s), agency/agencies or quality assurance initiative(s) concerned and indicate the date of the last inspection (if applicable).

Quality assurance organisation / agency / initiative	Date of last inspection

Please continue on a separate sheet if required

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Part 2 Centre Requirements

A2.1 Policy and Procedure Statements

Please tick the boxes below to confirm that the centre has submitted to the ISMM up to date arrangements/documentation relating to the policies and statements below. Please also indicate the date of the most recent version.

(Please attach to this form)

Health and Safety policy

Date:

Diversity and Equality Policies

Date:

Access to Fair Assessment statement

Date:

Data Protection policy

Date:

Appeals Policy

Date:

RPL and Exemptions procedures

Date:

Date

D	D	/	M	M	/	Y	Y	Y	Y
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B1.2 Partnership Arrangements

(Leave this section blank if not applicable)

Please provide details of any partnership, consortium, sub-contracting or franchise arrangements linked to the qualification(s) listed in B1.1, outlining the roles and responsibilities of each organisation.

Name of organisation	Role and responsibility of organisation

Continue on a separate sheet if required

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B1.3 Staff Resources

Please provide details of all the key personnel who will be involved in the delivery, assessment and quality assurance of ISMM qualification(s), including their qualifications and experience.

Name	ISMM qualification code(s)	Role (QC/AS/TU/IM)	Please attach CV for each person and also summarise key details below

Continue on a separate sheet if required

Notes:

- Name: Provide the name of each qualification co-ordinator (QC) / assessor (AS) / tutor (TU) or internal moderator (IM).
- ISMM qualification code(s): of the qualification(s) each person will be involved with (see B1.1.1): If the centre is applying for more than one qualification please indicate which qualifications with which each person detailed will be involved.
- Role: Using the appropriate abbreviation, indicate which role(s) each named person will be undertaking: qualification co-ordinator / assessor / tutor or internal moderator.
- Qualification and Experience: Each named person must have the occupational or subject specific expertise necessary to perform the role(s) for the qualification(s) detailed. Within the space provided please briefly summarise detail the relevant qualifications/expertise possessed by each person.

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C1 Centre Agreement and Declaration

Please read, tick the boxes and sign below. This declaration must be signed by the Accountable Person in his/her own name for and on behalf of the centre

C1.1 Centre requirements relating to staff and resources

I declare that the centre:

- has adequate systems and resources in place – including staff and, where appropriate, equipment, materials and software – to support the delivery of the qualification(s).
- will have an adequate system for holding and transmitting securely details of assessment outcomes to the ISMM
- will ensure the security and confidentiality of assessment materials and records (including examination question papers, examination scripts, records of marking and portfolios of evidence) before, during and after an assessment has taken place.
- has a documented quality management system in place that is systematically reviewed to ensure that candidate and staff needs are addressed, that all appropriate persons are kept up to date with the quality policy, procedures and standards, and that responsibilities for the management of these systems are clearly and appropriately allocated.
- has effective and secure communications systems in place both internally and with the ISMM, clients and candidates.
- Has the staff, resources and systems necessary to support the assessment of the units and the award, accumulation and transfer of credits and where necessary the recording of exemptions.
- will provide all new staff (including freelancers and contract staff) with an induction to the centre plus ongoing staff development relevant to the qualifications, assessment and quality assurance,
- has an appropriate and effective system for the management of any sub-contracted services and that all policies and requirements referred to in this application will apply to all satellite sites affiliated to the centre, for example remote assessment sites or remote delivery points.

C1.2 Centre requirements relating to its obligations to the ISMM for the centre recognition and delivery of ISMM approved qualifications:

I declare that the centre:

- will be aware that the information supplied to the ISMM could be required by the regulatory authorities.
- will ensure that internally assessed work is submitted to agreed deadlines as specified by the ISMM.
- will report immediately to the ISMM any suspected malpractice in line with the statutory regulations, and respond speedily and openly to all requests for an investigation into an incident. A nominated representative of the centre will personally supervise all investigations resulting from an allegation of suspected malpractice / maladministration.
- will agree to provide the regulatory authorities and the ISMM with access to premises, staff / contracted staff and records, and to cooperate with ISMM monitoring activities.
- will ensure that it has in place, and adheres to, the policies and procedures of the ISMM.
- will ensure that all centre policies (as listed in A2.1) are up to date and reflect any legal changes which have been implemented or changes to the centre.
- agrees to comply with additional requirements as requested from the ISMM following sufficient notice.
- complies with all relevant legal, regulatory criteria and codes of practice as directed by the ISMM.
- agrees to abide by all stipulations made by the ISMM concerning the use of its logos.
- agrees to abide by all stipulations made by the ISMM concerning the payment of invoices and fees.
- agrees to abide with the ISMM's arrangements for centre self-assessment.
- agrees to ensure candidates are made aware that their personal data submitted can be accessed by the Qualification Regulators
- agrees to ensure that candidates are made aware that any assessments submitted to the ISMM made be used by ISMM for training purposes (*all assessments are made anonymous before use*)

C1.3 Centre requirements relating to candidates

I declare that the centre:

- will take all necessary steps to ensure that work submitted to the ISMM is the candidate's own and authentically completed.
- will ensure that valid and reliable assessments of candidates' achievements are conducted and that details of these are made available to the ISMM.
- will provide the public, candidates and staff with centre policies and complaints procedure if requested.
- will ensure that the centre will obtain a candidate's Unique Learner Number (ULN) from MIAP and will use the Learner Record (if the candidate consents) to ensure opportunities for credit transfer and exemption are fully utilised
- will have systems in place to track the progress of the candidate towards their target award

Centre agreement to the terms and conditions set out in Section C of this document

To be signed by the Accountable Person *(as stated in 1.2 of this form)*

Please note that the ISMM reserves the right to view any or all materials detailed within this application either through the application process (which may include a site visit) or through post-approval monitoring activity.

I declare that this centre agrees to adhere to the procedures and policies of the ISMM in respect of this application and accept that if the centre defaults on the commitments made in this application it may lead to the removal of its Recognised Centre status.

I confirm that the centre understands that if this application is accepted it will form the contract between the centre and the ISMM.

I declare that I am authorised by the above centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.

Name

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Signature

.....

Date

D	D	/	M	M	/	Y	Y	Y	Y
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