**Application for Centre Approval Form – QES (IRVAP)**

**Guidance**

Please read the following documents before completing this application:

* GA Centre and Qualification Approval Procedure for QES Centres (IRVAP)
* GA Centre & QES Approval Criteria and Guidance
* GA Centre Handbook
* GA QES Policy
* GA Standard Submission Form for QES Courses

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.

 **Section 1 - Business Details**

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| Centre Summary |
| Please select your organisation’s legal status *(please be aware that GA may require proof of identity from Sole Traders, for example a copy of a passport and/or recent utility bill)* | [ ]  Limited company [ ]  Sole trader[ ]  Partnership[ ]  Charity[ ]  Government body[ ]  Other - please state:  |
| If you are a limited company, partnership, charity or government body, please provide your registered company name |  |
| Company registration number *(if applicable)* |  |
| Other registration number *(e.g. charity number, or registration outside the UK, if applicable)* |  |
| If you are a sole trader or any other type of company, please provide your full legal name |  |
| Please provide details of any additional trading name(s) the centre uses |  |
| Preferred centre name (this is the name that will be used to identify your centre and the name of the centre as it appears on qualification certificates issued to your learners) |  |
| Address |  |
| Telephone |  |
| Email |  |
| Website |  |
| Registered company address *(if different from the above)* |  |
| Information Commissioner (ICO) registration number |  |
| Are you registered for VAT? *If yes, please provide your VAT number* | Yes [ ]  VAT Number: No [ ]   |
| Provide a brief description of your business activities |
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| Are equipment and facilities at the centre compliant with relevant safeguarding, health and safety and any other requirements? | Yes [ ]  No [ ]  |
| Approx. no. of learners in the past 12 months |  |
| Provide a brief rationale for seeking QES approval with GA |
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| Is your organisation part of a group of companies or owned by another company? *If Yes, please provide name and registration number of the parent company below.* | Yes [ ]  No [ ]  |
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| Insurance |
| Do you have the following current insurance policies in place?  |
| Professional Indemnity  | Yes [ ]  No [ ]  |
| Public Liability | Yes [ ]  No [ ]  |
| Employers’ Liability *(unless legally exempt)* | Yes [ ]  No [ ]  |
| Cyber Liability *(not a mandatory requirement)* | Yes [ ]  No [ ]  |
| Do these insurances cover all Satellite Centres as well?  | Yes [ ]  No [ ]  N/A [ ]  |
| Has your organisation ever been subject to any legal financial proceedings (e.g. County Court Judgments). *If Yes, please give details below.* | Yes [ ]  No [ ]  |
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| Centre Contacts |
| 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  |  |

**SECTION 2 – Business Suitability**

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| Suitability to Become a Centre |
| Has your organisation, or any of the persons named above, ever been convicted of any of the following? *If Yes to any of the following, please provide full details.* |
| 1. conspiracy which relates to participation in a criminal organisation
 | Yes [ ]  No [ ]  |
| 1. corruption
 | Yes [ ]  No [ ]  |
| 1. bribery
 | Yes [ ]  No [ ]  |
| 1. any offences involving slavery and human trafficking
 | Yes [ ]  No [ ]  |
| 1. money laundering
 | Yes [ ]  No [ ]  |
| 1. fraud where the fraud affects the financial interests of the European Communities and falls within the meaning of any of the following:
2. the offence of cheating the revenue,
3. the offence of conspiracy to defraud,
4. fraud or theft under the Theft Act 1968 and the Theft Act 1978,
5. fraudulent trading under the Companies Act 1985,
6. defrauding Customs,
7. an offence in connection with taxation in the European Community, or
8. destroying, defacing or concealing documents or procuring the execution of a valuable security within the meaning of section20 of the Theft Act 1968
 | Yes [ ]  No [ ]  |
| 1. any other offence within the meaning of Article 45(1) of the Public Sector Directive (noting that the only offence referred to in Article 45(1) of the Public Sector Directive which does not appear to be covered in the list above is participation in a criminal organisation, rather than conspiracy which relates to participation in a criminal organisation as mentioned above).
 | Yes [ ]  No [ ]  |
| Do any of the following apply to your organisation, or any of the persons named above? |
| 1. been involved in bankruptcy, insolvency, winding up, receivership or any relevant proceedings
 | Yes [ ]  No [ ]  |
| 1. been disqualified from holding the directorship of a company or from public office
 | Yes [ ]  No [ ]  |
| 1. has committed an act of grave misconduct relating to business dealings
 | Yes [ ]  No [ ]  |
| 1. has not fulfilled obligations relating to the payment of social security or taxes
 | Yes [ ]  No [ ]  |
| 1. information from awarding organisations has identified significant irregularities in the delivery of qualifications
 | Yes [ ]  No [ ]  |
| In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court? | Yes [ ]  No [ ]  |
| Does your organisation employ a director, or governor, or a senior employee, or a shareholder who has previously been a director, or governor, or a senior employee, or shareholder, in another organisation where one or more of the criteria as detailed in Section 2 of this document apply? | Yes [ ]  No [ ]  |
| Are there any other issues of which you are aware concerning your organisation or its employees which may bring yourselves or GA into disrepute? | Yes [ ]  No [ ]  |
| If Yes to any of the above, please provide full details here. |
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| Conflicts of Interest |
| Please confirm whether any staff members at your centre: |
| 1. Have a significant relationship with GA, GA staff, or financial interest in GA?
 | Yes [ ]  No [ ]  |
| 1. Hold positions (Director/Company Secretary) that may conflict with GA's activities?
 | Yes [ ]  No [ ]  |
| 1. Have significant relationships with other GA centres or participate in arrangements that could compromise professional judgment?
 | Yes [ ]  No [ ]  |
| 1. Have any other relevant conflicts of interest that should be reported to GA?
 | Yes [ ]  No [ ]  |
| Declarations: |
| We confirm that all relevant staff and third parties have read and understood the GA Conflict of Interest Policy. | Yes [ ]  No [ ]  |
| We confirm that assessments will not be conducted by individuals with personal interest in the results (e.g., family relationships). Any exceptions will be reported to GA promptly. | Yes [ ]  No [ ]  |
| We will inform GA of any changes to conflicts of interest by submitting a completed Declaration of Interests form. | Yes [ ]  No [ ]  |

**SECTION 3 – Other Approvals and Accreditations**

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| Is your Organisation Approved by any other Awarding Organisations? | Yes [ ]  No [ ]  |
| If yes, please state which Awarding Organisation(s), your centre number(s) and the details of your approval. Please provide a copy of your most recent External Quality Assurance report(s). |
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| 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 [ ]  |
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| 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 [ ]  |
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| 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. |
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**SECTION 4 – Policies, Record Keeping and Security Arrangements**

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| Policies and Procedures |
| Please confirm you have the following policies, procedures and/or documents in place |
| * Appeals Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| * Candidate Access *(including reasonable adjustments and special considerations)*
 | Yes [ ] *(provide a copy)* |
| * Complaints Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| * Conflicts of Interest Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| * Data Protection, GDPR and Privacy Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| * Health and Safety Policy *(mandatory only if your organisation employs more than 5 staff members)*
 | Yes [ ]  *(provide a copy)* |
| * Maladministration and Malpractice Policy/Procedure *(including collusion and plagiarism)*
 | Yes [ ]  *(provide a copy)* |

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| **Candidate Records** |
| Please provide details of the records you will keep for all candidates *(a Candidate Registration Form template can be provided by GA upon request)* |
| Record of each candidate’s full name, postal address, date of birth, contact telephone number and email address | Yes [ ]  No [ ]  |
| Records of each candidate’s disability or learning needs | Yes [ ]  No [ ]  |
| Records that the centre has confirmed the identity of each candidate | Yes [ ]  No [ ]  |
| Records of results notifications and/or certificates | Yes [ ]  No [ ]  |
| Other records *(if Yes, please provide details below)* | Yes [ ]  No [ ]  |
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| Please state how and where these records will be held to ensure their security |
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| **Staff Records** |
| Please provide details of the records you will keep for all staff  |
| Record of each staff member’s full name, full postal address, date of birth, contact telephone number and email address | Yes [ ]  No [ ]  |
| Records that the Centre has confirmed the identity of each member of staff  | Yes [ ]  No [ ]  |
| Records of staff CVs and relevant qualifications | Yes [ ]  No [ ]  |
| Records of staff CPD and any relevant staff development activities | Yes [ ]  No [ ]  |
| Other records *(if Yes, please provide details below)* | Yes [ ]  No [ ]  |
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| Security Arrangements |
| Outline your procedures and arrangements in place for maintaining the security of data *(including IT and cyber security, and data access arrangements)* |
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**Section 5 – Delivery, Assessment and Quality Assurance Arrangements**

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| Delivery and Assessment  |
| Do you have the technological capacity to deliver online learning and assessment? *If Yes, please provide details below.* | Yes [ ]  No [ ]  |
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| 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: |
| How do you ensure that candidates are provided with accurate information, advice and guidance about the course? |
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| How do you identify, and subsequently meet, any individual assessment requirements of learners?  |
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| Internal Quality Assurance |
| How are your policies, procedures and other arrangements effectively monitored and reviewed? |
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**SECTION 6 – Further Information**

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| Third party arrangements |
| Provide details of any third party or sub-contracting arrangements you have or intend to make in relation to delivery and assessment |
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| Marketing & advertising |
| Please provide details of where and how your courses are marketed and advertised. |
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| Further information  |
| Provide any further information you consider relevant to support your application |
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| How did you hear about Gatehouse Awards? |  |

**SECTION 7 – Declaration and Statement of Commitment**

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| This application form must be signed and dated by the Head of Centre as this forms the agreement between the centre (including satellite centres, additional exam venues or assessment venues) and GA. The signature will also be regarded as agreement to pay all fees associated with centre approval. The application cannot be progressed unless the form is signed.  |
| 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 GA. I further confirm that our centre agrees to and is bound by the GA *Terms and Conditions of Business*, together with any and all relevant policies, procedures and requirements as published by GA (see [www.gatehousewards.org](http://www.gatehousewards.org/)) 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 Strategy and General Moderation Policy

I confirm that where a reasonable adjustment is necessary, and it is reasonable for the centre to make the adjustment, the centre does not charge any disabled person any additional fee in relation to that adjustment in accordance with Section 20 (7) of the Equality Act 2010.I acknowledge and understand that it is the Centre’s responsibility to: * take all reasonable steps to ensure that GA is able to comply with its Conditions of Recognition
* to take all reasonable steps to comply with requests for information or documents, including audit and video files made by GA and/or relevant Regulator or Government Body, as soon as practicable
* provide GA and/or Ofqual with access to premises, people and records, and to cooperate with monitoring or investigative activities of GA and/or any relevant Regulator or Government Body
* ensure the security and confidentiality of all GA assessment materials in respect of storage and handling procedures before, during and after the time of any controlled examination
* have the staff, resources and systems necessary to carry out the delivery and administration of assessments, including all requests for Reasonable Adjustments, Special Considerations, Recognition of Prior Learning and Appeals
* have the staff, resources and systems necessary to carry out the teaching of courses leading to a GA qualification, where teaching and learning is delivered by the Centre
* maintain full candidate records for a minimum of 12 months after the date of the notification of results by GA, including all audio and/or video recordings (where applicable) and provide these on request to GA and/or the relevant Regulator or Government Body
* undertake adequate internal quality assurance and maintain full records of activities in this regard, alongside records of staff qualifications and copies of certificates and CVs, providing same to GA and/or the relevant Regulator or Government Body on request
* ensure all staff have access to complete and adequate training from induction and on a continuous basis, particularly in respect of any changes to assessment materials, procedures or administration as notified by GA from time to time
* ensure all staff involved in the teaching of courses leading to a GA qualification are sufficiently qualified and have the necessary skills and experience to provide high quality teaching and learning programmes to registered Candidates and that teaching staff maintain continuous professional development as necessary to fulfil the role
* ensure the identification of all Candidates as being true and correct prior to any assessment being delivered at the Centre and that failure to do so could result in immediate revocation of our Approval, and could lead to criminal investigation and/or charges being made against our Centre or individual staff members
* provide GA with details of any changes to relevant quality assurance staff and/or management immediately these details become known to the Centre
* ensure that the Centre continues to deliver GA qualifications over time to allow for GA to conduct external quality assurance and that, should our Centre be dormant for 6 months or more without contacting GA to discuss the situation, our Approval may be lapsed
* agree to maintain all records securely in the event of withdrawal of our Approval with GA (whether voluntarily or if removed by GA) and continue to allow access to the same for GA and/or the relevant Regulator or Government Body
* make prompt payment of invoices within the terms provided by Gatehouse Awards
* facilitate and cover associated costs of External Quality Assurance visits to the centre’s site(s) where these are outside the UK
* ensure that marketing and promotional materials are clear, unambiguous and not misleading in relation to the qualifications being advertised, including accurate use of logos and any additional guidelines issued by GA and/or the Regulator
* comply with all of its legal responsibilities under UK law, which includes, but is not limited to, immigration regulations relating to the employment of workers, the Equalities Act 2010, and the Data Protection Act 2018.
 |
| I also understand that candidates awarded a GA 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 GA 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 GA 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 |  |

**Submitting your application**

Please email the completed form and all supporting documentation to GA for processing to approvals@gatehouseawards.org

Following payment of the appropriate fee, your approval application will be reviewed by a member of our approvals team. If they require any further information, they will be in touch with you directly.

GA reserves the right to refuse any application for approval at its own discretion.