

## Centre Guide to Partnership Types: Understanding Satellite Centres and Work Placement Providers

### Introduction

This guide will help you determine whether your delivery partner should be classified as a satellite centre or a work placement provider. Understanding these distinctions is crucial for ensuring proper arrangements, quality assurance, and compliance with GA's requirements.

Here is a summary of the main differences between a Satellite Centre and a Work Placement Provider.

Satellite Centres	
<b>Definition</b>	Satellite centres are usually permanent sites used by the centre, where learners attend for training and assessment. Training and assessment can be either classroom-based or for practical skills development.
<b>Operational Model</b>	Delivery is through the main centre's staff team who travel to the site OR Delivery is through staff permanently based at the satellite centre who deliver on the centre's behalf and are accountable to the main centre.
<b>Responsibilities</b>	Satellite centres can participate in learner recruitment. They can deliver formal training and assessment. They must operate under a strict enforceable agreement with the main centre.
<b>Staffing Arrangements</b>	The satellite centre may employ dedicated training/assessment staff. Staff operate as part of the staff team from the main centre.
<b>Quality Assurance</b>	Satellite centres require the main centre to submit a formal application and go through the GA satellite centre approval process. Approval is subject to payment of the satellite centre application fee. Approval is renewably annually (with a fee). There is a similar level of scrutiny as main centre applications.

<b>Work Placement Provider</b>	
<b>Definition</b>	Work Placement Providers are typically independent businesses providing industry experience to learners.
<b>Operational Model</b>	The work placement provider operates independently from the main centre. Their remit is to provide hands-on industry experience. Provides support, supervision and, in some instances, mentoring of learners, rather than leading training delivery.
<b>Responsibilities</b>	Work placement providers do not typically recruit learners directly onto the centre's training courses or qualifications. They provide supportive training and work experience for the centre's learners. Their staff may act as supervisors or expert witnesses, but not centre Tutors, Assessors or Internal Moderators.
<b>Staffing Arrangements</b>	Staff are employed by the workplace, not by the main centre. Work placement staff support learner development. They cannot make assessment decisions or moderate assessment decisions.
<b>Quality Assurance</b>	GA does not require any separate application process. Arrangements are reviewed as part of the main centre's annual EQA review and/or at External Moderation visits. The work placement provider can be subject to GA EQA visits.

## Decision Making Framework

Determining whether your partner organisation is a work placement provider or needs to be registered as a Satellite Centre is crucial for maintaining quality and compliance with GA requirements. This framework provides a structured approach to help centres properly categorise their relationships with external organisations.

Consider the following questions – these are designed to guide centres through the decision-making process, examining aspects ranging from training delivery and assessment responsibilities to staffing arrangements and quality assurance requirements.

This approach also helps to clarify responsibilities and expectations for all parties involved, ultimately enhancing the learning experience for students and maintaining the integrity of qualifications.

## Key Questions for Classification

1. Nature of Training Delivery:
  - Does the partner deliver formal training and assessment?
  - Are they solely providing work experience?
  - Do they make assessment decisions?
2. Staff Relationships:
  - Who employs the staff working with learners?
  - What qualifications do they need?
  - What decisions can they make?
3. Permanence and Control:
  - Is this a long-term, fixed arrangement?
  - Can the partnership be easily changed?
  - What level of control does the main centre have?
4. Quality Assurance Requirements:
  - Does the partner need separate approval?
  - How will quality be monitored?
  - What documentation is required?

## Decision-Making Flowchart

Does the partner:

1. Deliver formal training? → Yes = Satellite Centre
2. Make assessment decisions? → Yes = Satellite Centre
3. Only provide work experience? → Yes = Work Placement
4. Act solely in a supporting role? → Yes = Work Placement

## Other Partnerships

If the proposed arrangements with a Centre's partner organisation does not 'fit' easily into the definitions and ways of working described in this guide, Centres should discuss the arrangements with GA directly to establish the most appropriate course of action.

## **Contractual Requirements**

Template agreements are available for centres wishing to establish a partnership with either a Satellite Centre or a Work Placement Provider.

## **Implementation Process**

### **For Satellite Centres**

Centres must:

1. Sign own comprehensive agreement with the provider (if not owned and operated by the main centre)
2. Establish quality assurance processes
3. Set up record keeping systems
4. Train and verify staff allocations, roles and responsibilities (including qualifications and experience held by new staff at the satellite centre)
5. Complete formal application process to GA (Application for a Satellite Centre form)
6. Pay the required GA fees

### **For Work Placements**

Centres must:

1. Complete due diligence activities
2. Sign work placement agreement
3. Establish supervision arrangements
4. Set up communication protocols
5. Include the work placement provider in centre's quality monitoring
6. Arrange health and safety checks