**Application for Centre Approval Form**

**Guidance**

Please read the following documents before completing this application:

* GA Centre and Qualification Approval Procedure
* GA Centre & Qualification Approval Criteria and Guidance
* GA 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.

**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 Postcode |  |
| Country |  |
| Use the above address for shipping of any materials/hard copy certificates? *(If No, please provide alternative full address)* | Yes [ ]  No [ ]  |
| Telephone |  |
| Email |  |
| Website |  |
| Registered company address *(if different from the above)* |  |
| UKPRN *(if applicable)* |  |
| 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 Centre approval with Gatehouse Awards |
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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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| *(Applicant centres from outside the UK only):* Governance of your organisation*\*If your organisation is under the governance of the national or municipal authority, please specify type of organisation, length of time as a state-controlled organisation, and the name and address of the state controlling authority.**\*\*If your organisation is a private establishment, please specify the number of years your organisation has been established and any registrations with authorities that are required for you to offer educational services (e.g. KDHA)* | [ ]  Under the governance of the national or municipal authority*\**[ ]  Private establishment\*\* |
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| *(Applicant centres from outside the UK only):* Please provide a brief description of the geographical areas where you propose to offer GA qualifications |  |

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| Centre Type |
| [ ]  FE College[ ]  Higher Education Institution [ ]  Prison[ ]  Private Training Provider[ ]  Employer | [ ]  Voluntary Organisational/Charity[ ]  School/ Sixth Form College[ ]  Local Authority [ ]  Community Learning Provider [ ]  Other - please specify:  |
| Centre sources of income*(tick all that apply)* | [ ]  Public/Government Funds (Prime Contractor)[ ]  Public Funds (Sub-Contractor)[ ]  Local Authority funding [ ]  Other type of public funds *(please specify below)*[ ]  Commercial[ ]  Charitable[ ]  Other (please specify below) |
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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, including those designated as having ‘significant control’ if you are a limited company. |  |

**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 answer the following questions: |
| Do any members of staff at the centre have a significant or influential relationship with GA or with GA staff, or a financial interest in GA *(if Yes, please complete the Declaration of Interests form, available to download from the GA website)* | Yes [ ]  No [ ]  |
| Do any members of staff hold any position or appointment as a Director or Company Secretary in any company that may represent a conflict of interest with GA’s activities? *(if Yes, please complete the Declaration of Interests form, available to download from the GA website)* | Yes [ ]  No [ ]  |
| Do any members of staff at the centre have a significant or influential relationship with another GA centre and or are a party to any reciprocal arrangements that might compromise the ability to make reliable and professional judgements? *(if Yes, please complete the Declaration of Interests form, available to download from the GA website)* | Yes [ ]  No [ ]  |
| Are you aware of any other conflict of interest that needs to be reported to GA in line with the relevant policy? *(if Yes, please complete the Declaration of Interests form, available to download from the GA website)* | Yes [ ]  No [ ]  |
| Please confirm the following: |
| The GA Conflict of Interest Policy has been read and understood by all relevant staff at the centre and any third parties who are involved in the delivery of GA qualifications. | Yes [ ]  No [ ]  |
| All reasonable steps are taken to avoid any part of a learner assessment being undertaken by a person with a personal interest in the result of the assessment (e.g., the assessor is related to the learner). Any exceptions will be reported to GA as soon as possible and preferably prior to the assessment taking place | Yes [ ]  No [ ]  |
| The centre will inform GA of any changes to the circumstances around any conflicts of interest and will inform GA of any further conflicts of interest that may arise 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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| 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 [ ]  |
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| Have any of the Directors / Owners / Senior Management / delivery or quality assurance staff been subject to sanction or investigation by an Awarding Organisation (as above)? *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 (whether as individual policies or as part of a combined handbook/manual) |
| * Appeals Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| * Assessment and Internal Quality Assurance Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| * Business Continuity Policy/Procedure *(including details of how the centre will safeguard the interests of learners in the event of business interruption or business failure)*
 | Yes [ ]  *(provide a copy)* |
| * Learner 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)* |
| * Recognition of Prior Learning (RPL) Policy/Procedure
 | Yes [ ]  *(provide a copy)* |
| International centres only: where policies are not documented in English language, provide a summary of your policies/procedures below. *It is not a requirement to provide copies of documents in languages other than English.* |
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| UK centres only:Do you collect Unique Learner Numbers (ULNs)? | Yes [ ]  No [ ]  |
| UK centres only:Information Commissioner (ICO) registration number  |  |

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| **Learner Records** |
| Please provide details of the records you will keep for all learners *(a Learner Registration Form template can be provided by GA upon request)* |
| A record of each learner’s:* full name
* full postal address
* date of birth
* contact telephone number
* email address
* any applicable protected characteristic (as per Equality Act 2010)
 | Yes [ ]  No [ ]  |
| Records of each learner’s disability or learning needs and any reasonable adjustments which may be requested or provided | Yes [ ]  No [ ]  |
| Records that the centre has confirmed the identity of each learner | Yes [ ]  No [ ]  |
| Copies 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  |
| A record of each staff member’s: * full name
* full postal address
* date of birth
* contact telephone number
* email address
* any applicable protected characteristic (as per Equality Act 2010)
 | Yes [ ]  No [ ]  |
| Records that the Centre has confirmed the identity of each member of staff  | Yes [ ]  No [ ]  |
| Copies of staff CVs and relevant qualifications | Yes [ ]  No [ ]  |
| Details 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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| Outline your procedures and the arrangements in place for maintaining the security of assessment materials *(including secure examination papers, where applicable)* |
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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 learners are provided with accurate information, advice and guidance about the course, qualification, assessment and quality assurance arrangements? |
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| How do you identify, and subsequently meet, any individual assessment requirements of learners?  |
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| Internal Quality Assurance |
| What procedures and arrangements are in place for the prevention, identification and management of plagiarism, learner collusion, or other maladministration and malpractice? |
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| How are your policies, procedures and other arrangements effectively monitored and reviewed? |
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**SECTION 6 – Further Information**

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| Additional Sites  |
| *Note: Approval of your centre will include your first training and assessment site. To be able to assess learners at more locations (different to the address given in Section 1) you will need to complete the relevant Application Form per each satellite/exam venue/assessment site.* |
| Do you intend to open any Satellite Centres or Additional Examination or Assessment Venues, either now or within the next 12 months? *If Yes, please provide details below* | Yes [ ]  No [ ]  |
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| Third party and contracting arrangements |
| Provide details of any third party or sub-contracting arrangements you have or intend to make in relation to the delivery and assessment of GA qualifications and concerning the marketing, advertising, recruitment or enrolment of Learners to such qualifications |
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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 audio and video files, made by GA and/or a 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 learner 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 Learners and that teaching staff maintain continuous professional development as necessary to fulfil the role
* ensure the identification of all Learners 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 learners 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 learner 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.

* UK Centres and International Centres operating directly under GA UK: approvals@gatehouseawards.org
* Centres operating via a regional GA Representative: email the relevant Representative contact.

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 centre or qualification approval at its own discretion.