**Application for International Centre Approval**

**Guidance**

Please read the following documents before completing this application:

* GA Centre and Qualification Approval Procedure
* GA Centre Approval Criteria
* GA Centre Handbook
* Relevant Qualification Specification(s)

Please note that this Application for International Centre Approvalneeds to be accompanied by at least one Application for Qualification Approval.

**Section 1 - Centre Details**

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| Centre Name |  |
| Legal trading name (if different from above) |  |
| Company Registration number (if this applies) |  |
| Other Registration number (if this applies) Please specify registering body |  |
| Address |  |
| Postcode |  |
| County |  |
| Use the above address for shipping of assessment materials and certificates? | Yes  No |
| If No, please provide alternative full address |  |
| Telephone (including country code and area code) |  |
| Email |  |
| Website |  |
| Remote video conferencing contact (e.g. Skype) |  |
| Registered company address if different from the above |  |
| Main Centre contact | Name:  Job Title:  Email Address: |
| Head of Centre (single named point of accountability) | Name:  Job Title:  Email Address: |
| Examinations Officer (responsible for the overall administration of registrations, certifications and examinations) | Name:  Job Title:  Email Address: |
| Quality Nominee (responsible for quality assurance) | Name:  Job Title:  Email Address: |
| Finance Officer (responsible for payment of invoices – include name, position and email address). | Name:  Job Title:  Email Address: |
| \*Please list the names of all your organisation’s directors and all persons who have powers of representation, decision or control within your organisation |  |
| \*Governance of your Organisation | Under the governance of the national or municipal authority  Private establishment |
| If your organisation is under the governance of a national or municipal authority, please provide the following details: | |
| Type of organisation |  |
| Length of time as a state controlled organisation |  |
| Name of the state controlling authority |  |
| State controlling authority’s address and telephone number |  |
| If your organisation is a private establishment, please provide the following details: | |
| Type of organisation *(e.g. school, college)* |  |
| Main type of financial income | Commercial  Government funded  Charitable  Other (please specify) |
| Number of years established |  |
| Institutions in Dubai only:  Is the Centre authorised by KDHA to offer educational services? | Yes  No  N/A |
| EU centres only:  Is the Centre registered for VAT? | Yes  No |
| VAT (TVA, IVA, Mwst, etc.) Registration Number |  |
| Is your organisation part of a group of companies or owned by another company? | Yes  No |
| If Yes to the above, please provide details of the (ultimate) parent company |  |

**SECTION 2 – Business and Management Details**

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| Please provide a brief description of your business activities | |
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| Approx. no. of learners in the past 12 months |  |
| Please provide a brief rationale for seeking Centre approval | |
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| Please provide a brief description of the geographical areas where you propose to offer Gatehouse Awards qualifications | |
|  | |
| Number of additional sites:  *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 one Application for a Satellite Centre Approval form per additional site.* |  |
| Has your organisation ever been subject to any legal financial proceedings? | Yes  No |
| If Yes, please give details |  |
| Has your organisation, or any of the persons named in Section 1 above ever been convicted of any of the following: | |
| 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 | Yes  No |
| Do any of the following apply to your organisation, or any of the persons named in Section 1 of this document: | |
| 1. has been involved in bankruptcy, insolvency, winding up, receivership or any relevant financial proceedings? | Yes  No |
| 1. is 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 |
| 1. Is not properly licenced to provide services in the State in which established, or is not registered on the appropriate trade register in the Member State in which established | 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 |
| If Yes, please provide details |  |
| Does your organisation, or any of the persons named in Section 1 of this document have any potential or actual Conflicts of Interest with Gatehouse Awards?  *(if Yes, please also provide details by completing the Declaration of Interests form, available to download from the Gatehouse Awards website)* | Yes  No |
| Are there any other issues of which you are aware concerning your organisation or its employees which may bring yourselves or Gatehouse Awards into disrepute? | 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), Centre number and the details of your approval  *Please provide a copy of your most recent External Quality Assurance reports* | 1. Awarding Organisation name:  Centre number:  Approval held since:  Qualification(s) approved to deliver:  2. Awarding Organisation name:  Centre number:  Approval held since:  Qualification(s) approved to deliver: |
| Has your organisation ever been refused approval by another Awarding Organisation? | Yes  No |
| If Yes, please provide details |  |
| Has your organisation ever had approval as a Centre or approval to offer a qualification withdrawn, or is currently suspended, by another Awarding Organisation or other regulatory authority? | Yes  No |
| If Yes, please provide details |  |
| Has your organisation ever been under sanction or investigation by any Awarding Organisation, Regulatory or Government body, whether the allegation was upheld or not? | Yes  No  If Yes, please provide full details on a separate sheet, including any supporting evidence. |
| Have any of the Directors / Owners / Senior Management / staff been subject to sanction or investigation by an Awarding Organisation (as above)? | Yes  No  If yes, please provide full details on a separate sheet, including any supporting evidence. |
| Please list any current accreditation your organisation has with any other regulatory or quality assurance organisations  State the name of the issuing authority and date the accreditation was granted |  |

**SECTION 4 – Policies, Record Keeping & Resources\***

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| Please provide details about your processes and resources supporting the delivery of Gatehouse Awards qualifications. Refer to relevant policies or written documentation you have in place within your response, and attach copies. |
| a) Outline the arrangements in place for how the Centre manages complaints |
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| b) Outline the arrangements in place for how the Centre manages appeals |
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| c) Outline the arrangements in place for health and safety at the Centre |
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| d) Outline the arrangements in place for Equal Opportunities and Candidate Access arrangements |
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| e) Outline how you ensure that the roles, responsibilities, authorities and accountabilities of the assessment/IQA/ examination team are clearly defined, allocated and understood |
|  |
| f) Outline the Staff Induction and Professional Development (CPD) arrangements in place at the Centre to adequately support all staff |
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| g) Outline the procedures and arrangements in place for the prevention, identification and management of plagiarism, maladministration and malpractice |
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| h) Outline the procedures and arrangements in place for providing information, advice and guidance to learners, including how learners are provided with feedback on their progress |
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| i) Outline the procedures and arrangements in place for identifying and meeting any individual assessment requirements of learners |
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| j) Outline the procedures and arrangements in place for maintaining the security of data |
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| k) Outline the procedures and arrangements in place for maintaining the security of assessment materials and secure examination papers |
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| l) Outline how policies, procedures and other arrangements are effectively monitored and reviewed |
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| **4.2 Candidate Records** | | |
| Please confirm that the Centre will hold records of the following for all Candidates: (\*A Candidate Registration Form can be provided by GA upon request) | **Candidate Registration Form**, including, but not limited to:  Full name  Full postal address  Date of Birth  Contact Telephone Number  Email address  Details of any access requirements | Confirm: |
| Copies of proofs of Identity, including photographic ID such as passport, driving licence, etc. | Confirm: |
| Copies of Results Notifications and/or Certificates | Confirm: |
| Please tell us how and where these records will be held to ensure their security | | |
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| **4.3 Staff Records** | | |
| Please confirm that the Centre will hold records of the following for all members of staff: | **A staff file,** including:  Full Name  Contact Details | Confirm: |
| Copies of CV and relevant qualifications | Confirm: |
| Details of CPD and any relevant staff development activities | Confirm: |

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| 4.4 Facilities and Resources |
| Please provide an overview of the facilities, resources and equipment available at the Centre to support the delivery of regulated qualifications  *\*Please note that there are specific resource requirements depending on the qualification you are applying for approval to deliver. Please see the relevant Qualification Specification and Application for Qualification Approval form for more details of what is required for the qualifications you wish to offer and the information you need to provide prior to being granted approval.* |
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**SECTION 5 – Additional Questions**

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| Do you intend to open Satellite Centres in the next 12 months following approval? | Yes  No |
| If yes, please provide details: | |
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| Please provide any further information you believe to be relevant to your Application for Centre Approval |  |
| How did you hear about Gatehouse Awards? |  |

**SECTION 6 – 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) and Gatehouse Awards. 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 in the International Centre Approval Form 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 Gatehouse Awards. I further confirm that our Centre agrees to and is bound by the Gatehouse Awards Terms and Conditions of Business, together with any and all relevant policies, procedures and requirements as published by Gatehouse Awards (see www.gatehousewards.org) and notified to us including, but not limited to:   * The Conflicts of Interest Policy * The Malpractice and Maladministration Policy * The Centre Handbook * The Whistleblowing Policy * The Appeals Policy & Procedure * The Comments, Compliments and Complaints Policy * The Candidate Access Policy * The relevant Qualification Specifications   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 Gatehouse Awards Ltd 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 Gatehouse Awards and/or relevant Regulator or Government Body as soon as practicable * provide Gatehouse Awards and/or Ofqual with access to premises, people and records, and to cooperate with monitoring or investigative activities of Gatehouse Awards and/or any relevant Regulator or Government Body * ensure the security and confidentiality of all Gatehouse Awards assessment materials in respect of storage and handling procedures until the time of the examination * have the staff, resources and systems necessary to carry out the delivery and administration of accredited examinations, 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 Gatehouse Awards qualification, where teaching and learning is delivered by the Centre * maintain full candidate records for a minimum of 2 years after the date of the notification of results by Gatehouse Awards, including all video recordings and provide these on request to Gatehouse Awards 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 Gatehouse Awards 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 examination and/or other assessment materials, procedures or administration as notified by Gatehouse Awards from time to time * ensure all staff involved in the teaching of courses leading to a Gatehouse Awards 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 examination being delivered at the Centre and that failure to do so could result in immediate revocation of our Approval, plus could lead to criminal investigation and/or charges being made against our Centre or individual staff members * provide Gatehouse Awards with details of any changes to relevant staff and/or management immediately these details become known to the Centre * ensure that the Centre continues to deliver Gatehouse Awards qualifications over time to allow for Gatehouse Awards to conduct external quality assurance and that, should our Centre be dormant for 6 months or more without contacting Gatehouse Awards to discuss the situation, our Approval may be lapsed * facilitate and cover associated costs of External Quality Assurance visits, which will take place no less than annually * make prompt payment of invoices within the terms provided by Gatehouse Awards * agree to maintain all records securely in the event of withdrawal of our Approval with Gatehouse Awards (whether voluntarily or if removed by Gatehouse Awards) and continue to allow access to the same for Gatehouse Awards and/or the relevant Regulator or Government Body * 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 1998. | |
| I also understand that, of 1st November 2021 onwards, 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 return the completed application form and all supporting evidence to:

1. Centres operating directly under GA UK: email [approvals@gatehouseawards.org](mailto:approvals@gatehouseawards.org) .
2. Centres operating via a regional GA Representative: email the relevant centre 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.

Gatehouse Awards Ltd reserves the right to refuse any application for Centre or Qualification Approval at its own discretion.