**Application for UK Centre Approval Form**

**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 UK Centre Approvalneeds to be accompanied by at least one Application for Qualification Approval.

Please note that items marked with ‘\*’ are mandatory. 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 - Centre Details**

|  |  |
| --- | --- |
| \*Centre Name |  |
| \*Legal trading name (if different from above) |  |
| Company Registration number (if this applies) |  |
| Charities or Housing Association or other Registration number (if this applies). Please specify registering body. |  |
| \*Address |  |
| \*Postcode |  |
| \*Telephone |  |
| \*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 |  |
| \*UKPRN no. (if applicable) |  |
| \*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 | Name:  Companies House registration number of parent company (if applicable): |

**SECTION 2 – Business and Management Details**

|  |  |
| --- | --- |
| \*Brief description of your business activities | |
|  | |
| \*Approx. no. of learners in the past 12 months |  |
| \*Please provide a brief rationale for seeking Centre approval | |
|  | |
| \*Are you registered for VAT? | Yes  No |
| If yes, please provide your VAT number |  |
| \*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 Funds - Prime ESFA Contract Holder  Public Funds - Sub-Contractor  Local Authority funding  Other type of public funds *(please specify)*  Not in receipt of public funds |
| \*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 Satellite Centre Approval Application Form per each additional site.* |  |
| \*Do you have the following current insurance policies in place?  Please note that policies marked \*are mandatory in order to proceed with your application. | |
| Professional Indemnity | Yes  No |
| Public Liability\* | Yes  No |
| Employers’ Liability \* (unless legally exempt) | 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) | 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 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 in Section 1: | |
| 1. has been involved in bankruptcy, insolvency, winding up, receivership or any relevant 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 |
| \*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 |
| 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 GA?  *(if Yes, please also provide details by completing the Declaration of Interests form, available to download from the GA website)* | 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 |

**SECTION 3 – Other Approvals and Accreditations**

|  |  |
| --- | --- |
| \*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 accreditation your organisation has with any other regulatory or quality assurance organisations? (e.g. ISO, Matrix, Investors in People, etc) |  |

**SECTION 4 – Policies, Record Keeping & Recourses**

|  |  |
| --- | --- |
| \*Please confirm you have the following policies, procedures and/or documents in place (\* indicates a mandatory document): | |
| 1. Complaints Policy/Procedure\* | Yes  Please provide a copy |
| 1. Appeals Policy/Procedure\* | Yes  Please provide a copy |
| 1. Health and Safety Policy 2. (\*mandatory if your organisation employs more than 5 staff members) | Yes  Please provide a copy, OR N/A  ☐ |
| 1. Equality and Diversity Policy\* | Yes  Please provide a copy |
| 1. Internal Quality Assurance Policy/Procedure\* | Yes  Please provide a copy, |
| 1. Staff Induction and Professional Development (CPD) Policy/Procedure\* | Yes  Please provide a copy, |
| 1. Disaster Recovery / Business Continuity Policy/Procedure\*   If No, please outline any contingency arrangements in place | Yes  No |
|  |
| 1. Arrangements in place to collect Unique Learner Numbers (ULNs) | Yes  No |
| 1. Current registration with the Information Commissioner (ICO) in line with data protection regulations |  |
| 1. Any External Verification / Quality Assurance / External Moderation report(s) from any other Awarding Organisation, dated within the last 12 months | Yes ☐ N/A ☐ |
| \*Outline the procedures and arrangements in place for the prevention, identification and management of plagiarism, maladministration and malpractice | |
|  | |
| \*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 | |
|  | |
| \*Outline the procedures and arrangements in place for identifying and meeting any individual assessment requirements of learners | |
|  | |
| \*Outline the procedures and arrangements in place for maintaining the security of data | |
|  | |
| \*Outline the procedures and arrangements in place for maintaining the security of assessment materials and secure examination papers | |
|  | |
| \*Outline how policies, procedures and other arrangements are effectively monitored and reviewed | |
|  | |

|  |  |  |
| --- | --- | --- |
| **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  Home Telephone Number  Mobile Telephone number  Email address  Details of any disability | Confirm: |
| Records that the Centre has confirmed the Candidate’s identity (e.g. the candidate’s passport, driving licence or other official form of ID) | Confirm: |
| Copies of Results Notifications and/or Certificates | Confirm: |
| \*Please tell us how and where these records will be held to ensure their security |  | |
| **Staff Records** | | |
| \*Please confirm that the Centre will hold records of the following for all members of staff: | **A staff file,** including, but not limited to:  Full name  Full postal address  Date of Birth  Home Telephone Number  Mobile Telephone number  Email address  Details of any disability | Confirm: |
| Records that the Centre has confirmed the identity of each member of staff (e.g. their passport, driving licence or other official form of ID) | Confirm: |
| Copies of CV and relevant qualifications | Confirm: |
| Details of CPD and any relevant staff development activities | Confirm: |

|  |  |
| --- | --- |
| Resources  The following are the basic facilities we would expect any Approved Centre to have at their venue.  *\*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.* | |
| \*Does the venue have disabled access? | Yes  No |
| \*Does the venue have a waiting room? | Yes  No |
| \*Does the venue have rooms suitable for teaching, learning and assessment? (adequately heated, ventilated, well lit, etc.) | Yes  No |
| \*Is the venue in a shared building with communal access? | Yes  No |
| If yes, is the venue well signposted from the entrance to the building? | Yes  No |
| Are equipment and facilities compliant with relevant safeguarding, health and safety and any other requirements? | Yes  No |
| \*Please provide an overview of the facilities and equipment available at the Centre to support the delivery of regulated qualifications | |
|  | |

**SECTION 5 – Additional Questions**

|  |  |
| --- | --- |
| Do you intend to open Satellite Centres in the next 12 months following approval? | Yes  No |
| If yes, please provide details: | |
|  | |
| How did you hear about Gatehouse Awards? |  |

**SECTION 6 – Declaration and Statement of Commitment**

|  |  |
| --- | --- |
| 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 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 and Moderation Policy and Procedure   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 2 years 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 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 * 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 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**

Once you have completed this form, please email it to [approvals@gatehouseawards.org](mailto:approvals@gatehouseawards.org) along with any supporting documentation.

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.