## About your Centre

|  |  |
| --- | --- |
| **Centre Name:** |  |
| **Main contact:** |  |
| **Email Address** |  |
| **Centre Address:** |  |
| **Centre Telephone number:** |  |
| **Centre Website:** |  |
| **Type of establishment** | FE College  Private Company  Adult Community Learning  Charity  HM Prison  Youth Offenders Institute  Ministry of Defence  Employer  School  Other (please specify) |
| **Do you (or intend to) carry out delivery at an alternative address to that given above?** | Yes No |
| **Do you (or intend to) deliver publicly-funded qualifications?** | Yes No |
| **Is your Centre approved by any other awarding organisation(s)? If yes how long has the centre been approved for?** | Yes No  Details:Click here to enter text. |
| **If you have had a monitoring visit in the last 12 month, please send across the latest EQA report** | |

## Policies and Procedures

|  |  |
| --- | --- |
| **Polices** | Equality and Diversity  Malpractice and Maladministration  Learner Appeals  Complaints  Staff Induction and CPD  Learner registration and certification - including details of how you confirm the identity of learners  Learner Induction  Conflict of Interest  Internal Quality Assurance  Any third-party agreements (if applicable) |
| **Have above polices been received?** | Yes No |

## Resources

Do you have the following in place?

|  |  |
| --- | --- |
| **Facilities:** | Yes No |
| **Management Information Systems:** | Yes No |
| **Equipment:** | Yes No |
| **Accommodation:** | Yes No |
| **Staff:** | Yes No |

## Staff

|  |  |
| --- | --- |
| **Head of Centre / Director:** | |
| **Name:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Main Centre Contact:** | |
| **Name:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Finance Manager:** | |
| **Name:** |  |
| **Phone:** |  |
| **Email:** |  |

## Learners

How does your centre carry out (or intends to carry out) the following

|  |  |
| --- | --- |
| Enrolments: | *(How do you recruit learners?)* |
| Induction: | *(How do you inform learners about the programme expectations?)* |
| Assessments: | *(How do you provide learners with a clear assessment plan?)* |
| Review: | *How do you give feedback to learners and obtain feedback from them?)* |
| Progression: | *(How do you provide learners with information, support and guidance on progression routes?)* |

## Satellite Centres and Partnership Organisations

If yes is provide within this section – centre will need to provide details

|  |  |  |
| --- | --- | --- |
| **Will your centre work in partnership with any other organisation(s) for the delivery of Focus Awards programmes?** | | Yes No |
| **If “yes” please provide details** | | |
| **Name of site/organisation** |  | |
| **Contact Name** |  | |
| **Address** |  | |
| **Telephone** |  | |
| **Email Address**  **Staff:** |  | |
|  |  |  |

## Programmes

|  |  |
| --- | --- |
| **Type of programme** | FQP |
| **List of programmes to offer:** | |
|  | |

## 

## **Delivery Staff** Resources

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| --- | --- | --- | --- | --- |
| **Proposed staff members and qualifications** | | | | |
| **Name** | **Role (Tutor, Assessor, IQA)** | **Qualification to be linked to** | **CV Attached** | **Certificates**  **Attached (including competency)** |
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To offer Focus Awards endorsed FQP non-regulated qualifications, Centres are required to have staff that have relevant subject experience (practical and/or teaching) and/or relevant qualifications at the level above the qualification(s) you are seeking approval.

Therefore please tick each row to declare that your Centre:

|  |  |
| --- | --- |
|  | will retain staff of appropriate size, competence, experience and track record to undertake the delivery of the qualification - this includes taking reasonable steps to ensure their competence where this is required for the assessment of specific endorsed FQP non-regulated qualifications. |
|  | ensure that is has available sufficient managerial and other resources to enable it effectively and efficiently to undertake the delivery of the endorsed FQP non-regulated qualification(s)as required by Focus Awards |
|  | will undertake to provide staff with appropriate inductions and professional development (including a development plan) to ensure staff can maintain their expertise and competence for the above-named endorsed FQP non-regulated qualification(s). |
|  | understands that it is your responsibility to maintain the currency of your staff details in your “Centre profile” in the Centre management portal and that any misleading information provided may result in sanctions being applied |
|  | will ensure that staff involved with a endorsed FQP non-regulated qualification will fully understand the relevant programme specification(s) provided by Focus Awards, and will comply with its provisions. |
|  | will ensure that assessments are not undertaken by any person who has a person interest in the result of the assessment (e.g. Internal Quality Assurers signing off their own assessments; someone assessing the work of a family member; or someone whose pay is unduly influenced by positive assessment results). |
|  | use buildings that provide access for learners for assessment purposes, in accordance with relevant equalities legislation. |
|  | ensure that the appropriate range of relevant and current equipment required to delivery and assess the endorsed FQP non-regulated qualification are available in accordance with the associated programme specification(s) and that these are reasonably maintained. |
|  | has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of Focus Awards’ endorsed FQP non-regulated qualification. |

## Programme Delivery

Please tick each row to declare that your Centre:

|  |  |
| --- | --- |
|  | will have appropriate internal quality assurance arrangements in place to ensure the effective and efficient delivery of the endorsed FQP non-regulated qualification(s) it will offer and these are underpinned by appropriate records. |
|  | will have appropriate arrangements and agreements in place with any third parties who provide goods or services to the Centre which contribute to the delivery and/or assessment of the endorsed FQP non-regulated qualification(s). |
|  | has an appropriate and effective system and records for the management of all sub-contracted services and that all policies and requirements referred to in this application will apply to any satellite sites affiliated to the Centre, for example remote assessment sites or delivery sites. |
|  | will ensure it has effective communications systems in place with third parties and sub-contractors to keep them up to date with the requirements of Focus Awards. |
|  | will take all reasonable to steps to prevent the loss, theft of, or breach of confidentiality in, programme / assessment materials and should such an incident occur then the Centre must immediately inform Focus Awards |
|  | will ensure the security of any examination/assessment material in respect of storage and the handling process in line with the requirements of Focus Awards. |
|  | take all reasonable steps to prevent incidents of malpractice or maladministration from occurring. |
|  | take all reasonable steps to investigate any suspected incidents of malpractice or maladministration and rectify any negative impact of these incidents. |
|  | will promptly notify Focus Awards of any incidents of malpractice or maladministration in line with the requirements of Focus Awards malpractice/maladministration policy. |
|  | will provide access to documents, records, data, staff, third parties, sub-contractors, learners, satellite centres or any other resource required by Focus Awards during an investigation of centre of malpractice or maladministration. |
|  | will develop a full action plan for managing and rectifying the negative impact caused by any incident of malpractice or maladministration, and which may include taking and proportionate action to ensure it does not recur in the future – and that such action plans will be made available to Focus Awards upon request. |
|  | will regularly review your internal procedures for preventing and investigating incidents of malpractice or maladministration and make any improvements necessary to ensure they remain relevant and fit for purpose. |
|  | understands and accepts that learners are recruited and registered by your Centre and not Focus Awards and therefore any services the learners receive, or fees they pay are the responsibility of the Centre. |
|  | will register/enter learners for assessment in an efficient manner and which adheres to Focus Awards registration timetables and in doing so will abide by any restrictions regarding the minimum amount of time that learners must be registered with Focus Awards before certification. |
|  | will take reasonable steps to ensure that all relevant Centre staff understand how and when to apply for learner registration and certification. |
|  | will ensure that appropriate and reasonable arrangements are in place to confirm the identity of all learners enrolled at your Centre and registered on Focus Awards FQP programmes. |
|  | will maintain all learner records and details of achievement in an accurate, timely and secure manner in line with the requirements of Focus Awards and Data Protection Legislation and make these records available for external quality assurance and auditing purposes, as required. |
|  | will ensure that learners receive appropriate inductions and support when enrolled on an Focus Awards endorsed FQP non-regulated qualification. |
|  | will have appropriate administrative systems in place to track the progress of learners towards their target awards and to ensure the validity of any claims for certification. |
|  | where appropriate and unless a learner chooses not to have one, has arrangements in place to obtain on behalf of its learners a unique learner number (ULN) and a learner record. |
|  | has appropriate staff, resources and systems necessary to support the assessment of units and the award, accumulation and transfer of credits and recording of exemptions (where appropriate). |
|  | where appropriate to the qualification/unit, has in place arrangements that allow for recognition of prior learning (RPL)/accreditation of prior learning (APL). |
|  | will take all reasonable steps to guard against fraudulent or mistaken claims for certificates. |
|  | will keep relevant assessment and learner records, for at least one year from the end of the year to which they relate, for all programmes and make these available to Focus Awards upon request. |
|  | agrees to undertake assessments in accordance with any requirements outlined in the associated programme specification (e.g. specific conditions for certain assessment methods such as exams) and in doing so will take account all admissible evidence generated by each learner. |
|  | will have in place effective arrangements to ensure that, as far as possible, the criteria against which learners’ performance will be assessed/differentiated are understood by assessors and accurately applied consistently by assessors regardless of the identity of the learner. |
|  | agrees to notify Focus Awards in advance, and seek our approval, if it wishes to deliver, or assess an Focus Awards endorsed FQP non-regulated qualification in another language other than English. |

## Overarching Declarations

Please read, tick the boxes and sign below. This declaration must be signed by an authorised signatory in his/her own name for and on behalf of the Centre.

Please tick each row to declare that your centre:

|  |  |
| --- | --- |
|  | agrees to promptly notify Focus Awards should a change of control occur in relation to the ownership of your Centre (e.g. taken over by another organisation/individual, or there is a material change in your governance structure or legal status; there is a merger between your centre and another body, or any insolvency or bankruptcy proceedings have commenced in relation to your organisation). |
|  | agrees to promptly notify Focus Awards if your Centres is convicted of a criminal offence; or is held by a court or any professional, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law; or is held by a court or any professional, or government body to have breached a provision of any other legislation to which it is subject, or becomes insolvent or subject to corporate financial restructuring or bankruptcy proceedings. |
|  | agrees to comply with current and any additional requirements from Focus Awards as updated and amended from time to time and as outlined in their policies, programme specifications and Centre guidance materials. |
|  | will take all reasonable steps to promptly comply with requests from the Focus Awards for information, data or documents required by the Focus Awards. |
|  | will provide payment of all valid invoices presented by Focus Awards within the stated terms and conditions of the invoices. |
|  | understands that failure to pay Focus Awards in accordance with the payment terms associated with its qualifications may result in services being suspended and/or programme / qualification approval being removed. |
|  | agrees to promptly update your Centre profile in the system should any changes occur to the information held on it. |
|  | has effective communications arrangements in place to ensure that your learners and staff are fully informed of the requirements associated with Focus Awards endorsed FQP non-regulated qualifications. |
|  | will not make any use of Focus Awards trademarks, trade names, logos or other insignia except as expressly agreed in writing with Focus Awards and in accordance with all of Focus Awards written instructions from time to time. |
|  | will not make any statements, advertisements or promotions in relation to our endorsed FQP non-regulated qualifications that are likely to mislead learners and other users of FQP provision. |
|  | will comply with all relevant legislation (including without limitation data protection, health and safety and equalities law). |
|  | agrees to notify Focus Awards if your Centre wishes to withdraw from offering a Focus Awards endorsed FQP non-regulated qualification in accordance with our withdrawal process and/or is unable to continue to offer Focus Awards endorsed FQP non-regulated qualifications. |
|  | will cooperate fully with Focus Awards in cases where either the Centre or Focus Awards decides it needs to withdraw the Centre from its role in delivering an endorsed FQP non-regulated qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application by Focus Awards of sanctions (in accordance with our FQP Sanctions Policy). |
|  | will take all reasonable steps to protect the interests of learners in the case of a withdrawal of a Focus Awards endorsed FQP non-regulated qualification from the Centre (e.g. will make best endeavours to find alternative Centres for any current registered learners in order for them to complete the qualification and/or seek certification from Focus Awards for any achievements that learners may have obtained to date). |
|  | will assist Focus Awards in carrying out any reasonable monitoring and moderation activities and visits to your Centre should we carry out any investigations/monitoring activities in relation to the delivery of endorsed FQP non-regulated qualifications or Focus Awards activities. |
|  | will work in line with any instruction issued by Focus Awards to change the marking of evidence generated by a learner during an assessment |
|  | accepts that if your Centre is in breach of reasonable requirements specified by Focus Awards that sanctions may be imposed in accordance with the Focus Awards FQP Sanctions Policy. |
|  | will promptly notify Focus Awards when it has cause to believe there has, or is likely to be, a major non-compliance with our documented procedures and requirements. |
|  | agrees and understands that if this application is accepted it will form the contract between the Centre and Focus Awards and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of our Centre. |
|  | agrees that if Focus Awards terminates the approval, giving notice in writing, that we shall immediately cease providing the qualifications (to which this approval relates) and all courses related thereto. |
|  | agrees to promptly inform Focus Awards of any material changes to the information given in this application. If you fail to do so, Focus Awards reserve the right to terminate your approval by written notice to you, effective from the date stated in that notice. |
|  | to the best of your knowledge (having made all due and careful enquiry) that there is no information, that if disclosed might reasonably be expected to affect Focus Awards decision to approve the Centre. |

I declare that I am authorised by the above Centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge

Print Name­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Enclosed Documents

|  |  |
| --- | --- |
| Qualification Structure |  |
| Qualification Resources |  |
| Qualification Units and break down |  |