



Additional Qualification Policy

Version History

Version	Date	Author	Change Description
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2	June 2023	Quality Assurance	Design Change
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4	July 2025	Centre Support	Review & Form added
5	November 2025	Olivia Allott	File Organisation
6	January 2026	Olivia Allott	Documents Received

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Introduction

This policy outlines the process for approved centres wishing to expand their delivery scope by adding new qualifications to their existing approval with Focus Awards. It ensures that the same high standards of quality, compliance, and operational readiness apply to all qualifications delivered under our name. This policy should be read in conjunction with the Centre Approval Policy.

Eligibility

Only centres that have already been fully approved by Focus Awards are eligible to apply for additional qualification approval. Centres must be in good standing, with no outstanding sanctions, unresolved quality issues, or overdue actions.

Application Requirements

To apply for the approval of an additional qualification, centres must submit an *Additional Qualification Request Form* along with supporting documentation demonstrating readiness to deliver the qualification effectively. Required documentation includes:

- Staff qualifications, CVs, CPD logs, and ID for all Tutors, Assessors, and IQAs involved in the new qualification, *Please note that we may ask you to provide these files upon receiving the application. Failure to provide these upon request may lead to the application being denied.*
- Evidence of occupational competence for all delivery staff specific to the qualification
Please note that we may ask you to provide these files upon receiving the application. Failure to provide these upon request may lead to the application being denied.
- Updated Internal Quality Assurance strategy reflecting how the new qualification will be monitored
- Any qualification-specific resources or facilities as applicable
- Policies and procedures that reflect delivery of the new qualification (if applicable)

Staff Requirements

All staff involved in the delivery, assessment, and quality assurance of the additional qualification must meet the same standards outlined in the Centre Approval Policy:

- **Tutors** must hold, or be working towards, a recognised teaching qualification and demonstrate sector-specific occupational competence.
- **Assessors** must hold a full assessor qualification relevant to the delivery context and demonstrate occupational competence.
- **IQAs** must hold, or be working towards, a relevant IQA qualification and be occupationally competent. *

Focus Awards will review staff qualifications on a case-by-case basis and may accept equivalent or international qualifications subject to verification.

*Where a staff member is working towards a qualification, assessments and quality assurance decisions will need to be countersigned by a suitably qualified member of staff. A clear action plan provided detailing when the staff member will be qualified will also need to be provided.

Qualification-Specific Considerations

Some qualifications may carry unique delivery or assessment requirements. Focus Awards will inform centres if any additional criteria—such as specialist resources, facilities, or sector-specific approvals—are required. These must be evidenced as part of the application process.

Application Process

1. The centre submits an *Additional Qualification Request Form* and supporting documentation to the Business Development Team. This request must be submitted via Qualitas and not through any other communication platforms.
2. The application will be reviewed to confirm the centre has the necessary staffing, resources, and systems in place to deliver the qualification to the required standard.
3. If the application is incomplete or further evidence is needed, the additional qualification application will be denied. The centre will be required to resubmit this and a resubmission fee will be applied.
4. Due diligence checks may be repeated or extended if the new qualification represents a significant change in delivery scope (e.g. moving from classroom-based to practical/workplace delivery).
5. If deemed necessary, the application may be referred to the Quality Assurance Team for a site visit or remote verification. Standard visit fees apply.
6. A decision will be communicated to the centre within 10 working days of receiving a complete application.

Approval Decision

Approval is granted once all documentation has been reviewed and verified, and the centre has been found capable of delivering the qualification in line with Focus Awards' standards. If approved, the new qualification will be added to the centre's scope of delivery and confirmed in writing.

If an application is unsuccessful, clear feedback will be provided, outlining actions required for resubmission or appeal.

Ongoing Monitoring

All additional qualifications added to a centre's scope will be subject to the same monitoring and External Quality Assurance (EQA) processes as initial qualifications. Centres are expected to maintain high standards of delivery, assessment, and record-keeping across all qualifications.

File Organisation & Documents Received

Centres applying for additional qualification requests must ensure that all documents are submitted in an organised, and clearly labelled format. If the request is unclear, incomplete, or poorly structured, Focus Awards reserve the right to refuse the request.

All documentation sent to Focus Awards must be clearly named and arranged within folders. If the request exceeds a single email, this must be submitted via a sharepoint link.

All images of documentation must be of high quality, fully visible, and must not be cropped or blurred throughout. Certificates must be provided with transcripts where applicable

Right to Refuse or Withdraw Approval

Focus Awards reserves the right to refuse or withdraw additional qualification approval if:

- The required documentation is not provided or is found to be unsatisfactory
- There is evidence of non-compliance with our quality assurance standards
- There are unresolved issues affecting the centre's ability to deliver qualifications reliably.
- The files are poorly organised and difficult to navigate
- Documentation imagery is of insufficient quality
- Documentation is not clearly labelled to indicate contents for specific staff members
- Additional qualification request forms are incomplete or contain missing information

Administration Errors & Charges

The centres first additional qualification application is free of charge. Further additional qualification applications are subject to a fee of £50 per qualification however, should the application include all required documentation at the point of the application being submitted the fee will be waived.

Resubmissions of previously denied forms must ensure that the Additional Qualification policy has been met to gain approval.

Contact us

If you have any queries about the contents of the policy, please contact our support team

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