



## CENTRE RECOGNITION

- 1 ABC Awards (ABC) is concerned to satisfy itself that learners entered for its examinations and assessments are given such training, tuition and support, and access to resources which will offer them the best chance of success.
- 2 An organisation must be recognised in order to be registered as an approved centre competent either to offer an accredited qualification or to have its own customised provision validated for certification by ABC. Centre Recognition does not endorse the activities or credibility of the organisation, other than in its standing to apply for approval to run qualifications which will lead to the award of a certificate.
- 3 If centres and the sectors in which they deliver qualifications are already recognised by another awarding body approved by the regulator (QCA/Ofqual), ABC Awards will mutually recognise that approval.
- 4 Application for Centre Recognition is made on the Centre Recognition Form (CR1)<sup>1</sup> which is available on request or can be downloaded from the ABC website.
- 5 Applications must confirm that a centre has the policies which determine the quality assurance at the centre. Centres must be able to evidence their quality procedures during a quality assurance visit which could be at the point of centre recognition, qualification approval, during the external moderation or verification processes or as part of ABC's general quality monitoring process.
- 6 Any persons named on the approval documentation will be used to disseminate information about ABC, its policies and procedures and any changes to its qualification offer.
- 7 Centre Recognition embraces all annexes, sub centres and franchised locations of the named organisation:<sup>2</sup> such extensions of the main centre are not considered to have an independent registration with ABC.<sup>3</sup> Responsibility for quality assurance and the application of agreed procedures rests with the named organisation. Details of the procedures which underpin the arrangements may be requested.
- 8 Once recognised as an approved centre, a centre may seek to offer any accredited qualification published by ABC or the validation of customised provision. Such approval(s)<sup>4</sup> will be subject to appropriate quality control in accordance with criteria defined in the qualification specifications and guidance notes.
- 9 Recognition and approval will be subject to periodic review. ABC Awards has the power to approve, withhold, limit, suspend or withdraw approval to deliver its qualifications.
- 10 Centres must inform ABC by letter / email or by submitting another CR1 of any changes to their organisations status or contact details.

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<sup>1</sup> Guidance on completion of the CR1 can be found on the ABC web site: 3100-03 Centre Guidance for Centre Recognition

<sup>2</sup> Centres seeking recognition and operating overseas must either have established links with an ABC approved UK centre or must be able to demonstrate robust quality assurance arrangements which can readily be monitored by ABC's external moderators and examiners.

<sup>3</sup> An organisation may, however, register a site as eligible to receive communications directly from ABC Awards. Eligibility is defined by the presence of an Examinations Office.

<sup>4</sup>Cf. 1400-3200-04EO Guide Qualification Approval