



GUIDANCE FOR CENTRES WHEN APPLYING FOR CENTRE RECOGNITION AND QUALIFICATION APPROVAL

CR1 Section 1 Centre Recognition

Section 1 of the CR1 application form must be completed when:

- centres apply for approval to run ABC Awards' (ABC) qualifications for the first time;
- existing centres update their details;
- ABC requests an existing centre's to renew their approval.

The centre may request a visit from a member of ABC's Business Development Team free of charge for advice relating to ABC's portfolio of qualifications and assistance in completing this application form. For any queries relating to Centre Recognition or to arrange a visit, please contact the Centre Recognition Administrator on 0115 8541 620.

Centres, which are not already recognised as a centre to offer accredited qualifications by another awarding body will receive a visit from an ABC Quality Assurance Moderator before approval can be granted. This approval process may take up to two months and the centre will be charged for any approval visit made.

Overseas centres or UK based centres with delivery locations abroad must satisfy additional requirements to gain recognition by ABC. Please contact the Centre Recognition Administrator at ABC for further details.

1.1 Centre Details

- The organisation details given in this section should be those of the legal entity as registered with either Companies House and/or the Charity Commission. This address may not be the address where qualifications will be delivered. Other sites should be listed in section 1.2.

1.2 Sites

- This section should be used to give the address details of other campuses linked to the organisation. These sites should have an examinations office and liaise directly with the awarding body.
- If the organisation address given in Section 1.1 of the application form is not the main point of contact for the ABC qualification being applied for the appropriate site should be included here.

1.3 – 1.7 Contact Details

- Please provide a named contact for each section including their contact details and the site at which they are based.
- Applying for an ABC online account will enable the Examinations Officer to register learners directly via the ABC website www.abcawards.co.uk. Once approved the Examinations Officer will be provided with a username and password by email.

- Invoices will be issued to the Finance Office but may be delivered to other sites on request.

1.8 QCA accredited Awarding Bodies with which you are currently approved

- Please list here other awarding bodies with which you are currently approved to offer accredited qualifications. This list should only include awarding bodies accredited by the Qualifications and Curriculum Authority (QCA). If you are unsure please refer to the full list of awarding bodies approved by the QCA at www.accreditedqualifications.co.uk.

1.9 Endorsement

- Centres should identify agencies or individuals that are able to testify to their credibility as a learning provider. If appropriate, centres could include regulatory or inspection agencies, such as ALI, Ofsted or the LSC, or other awarding bodies with which they have worked.

1.10 Quality Systems

- It is expected that Centres applying for Centre Recognition will have all of the Quality Systems listed below. Centres may request an advisory visit from an ABC Quality Assurance Moderator for advice and guidance when formulating the required documents. A charge will be made at the published rate for the advisory visit.

1.10.1 Organisation Chart

- This should include a diagram showing management functions / duties, illustrating clear lines of accountability. The name of the person responsible for each function and the job title must be included.

1.10.2 Procedure for internal moderation / verification

- A procedure is required indicating how internal moderation / verification is carried out. ABC has documents that can be adopted or used as guides to develop this process. These documents can be found on the ABC web site at www.abcawards.co.uk/forms.
- Internal moderation / verification is the quality assurance process whereby samples of learner work are moderated / verified to confirm the assessment decisions made, as well as ensure validity and consistency across different assessors. Completion of this process should ensure that the requirements of ABC's specifications are followed.
- ABC does not allow internal moderators / verifiers to internally moderate / verify their own assessments. This process must be external to any original assessment decisions made.
- Small centres with limited human resources could share this role with another small organisation. If they do they should try to arrange a timetable of when they will undertake this, what documents they will use and how big the sample should be. (ABC recommends a minimum of 6 candidates or 10% of cohorts over 60)
- Centres wishing to deliver NVQs should also refer to;
 - the NVQ Code of Practice 2006

- the guidance published by the QCA – ‘*Joint awarding Body Guidance on Internal Verification of NVQs*’ www.abcawards.co.uk/policies.

1.10.3 Procedures for managing external assessment / examinations and invigilation

- Centres should be aware of ABC’s - *General Instructions relating to the Conduct and Invigilation of Examinations* (www.abcawards.co.uk/forms) and state they will abide by them and any other qualification specific guidance relating to other forms of external assessment such as case studies and reflective writing. Invigilators need to be aware of their role in respect of examination protocol and awarding body documentation. Centres need to be aware that they need secure storage for examination papers and that they should have a named individual (usually an examinations officer) who will ensure appropriate access to papers and despatch of candidate scripts to ABC examiners.

1.10.4 Procedure for Malpractice / Maladministration

- Centres must be aware of ABC’s policy on Malpractice (www.abcawards.co.uk/policies) and have a procedure for dealing with and reporting cases to ABC. This is to ensure that the integrity of any award is maintained.
- Malpractice: this is defined as ‘*a deliberate activity, neglect, default or other practice that compromises the integrity of the assessment process, and / or the validity of certificates*’¹. Examples of this may be candidates cheating or centre staff falsifying records or deliberately giving candidates more assistance than ABC guidance allows.
- Maladministration: this ‘*is any activity, neglect, default or other practice that results in the centre not complying with the specified requirements for delivery of the qualifications and as set out in the relevant codes of practice where applicable*’¹. Centres must therefore have procedures in place to disseminate to staff the administrative and assessment requirements of ABC Awards.

1.10.5 Statement on Access to Assessment

- Centres need a statement to say that they will provide an initial assessment of their learners to ensure that any disability or learning difficulty will not unfairly disadvantage them during the assessment process. Centres should be aware that it is their responsibility to provide certain adjustments for their learners during the delivery and internal assessment of qualifications. Requests for adjustments for externally set assessments must be made to ABC.
- Centres should be aware of ABC’s policy on Access to Assessment (www.abcawards.co.uk/policies) and ABC’s Centre Guide to Reasonable Adjustments (www.abcawards.co.uk/forms) and will need to follow ABC’s procedures.

¹ Taken from QCA’s guidance for awarding bodies on dealing with malpractice.

1.10.6 Procedure for complaints

- Centres should show how they would handle complaints from learners and staff and include appropriate timescales for dealing with them and reporting them to ABC as required (www.abcawards.co.uk/policies).

1.10.7 Procedure for Enquiries and Appeals

- All centres must have an enquiries and appeals procedure available to learners. The procedure should identify the person with whom the learner should lodge an enquiry or appeal; state the method by which an enquiry or appeal is to be made; incorporate an appeals panel, or equivalent, which is independent and objective; and stipulate a clear time limit for dealing with the appeal. If a centre wishes advice on the matters concerned with appeals, it should contact ABC Awards on 0115 8541 630.
- Centres should refer to ABC's policy on Enquiries and Appeals www.abcawards.co.uk/policies. Centres must ensure that learners are aware of when and how they can appeal against assessment decisions made by ABC's external moderators, verifiers and examiners.
- Centres must also show how they will deal with a candidate appeal against internal assessment decisions including any unresolved appeals which they may need to refer to ABC.

1.10.8 – 1.10.9 Staff Recruitment, Induction and Development

- A centre should confirm they will ensure that it has sufficient staff with the appropriate teaching and vocational qualifications / experience to deliver ABC qualifications, and that staff will be supported to maintain the currency of their experience and skills.
- The centre should show how it will ensure that staff keep up to date with sector and centre requirements. Some centres may wish to seek advice from the Small Business Advice Unit or the relevant Sector Skills Council.

1.10.10 Health and Safety

- A centre's policy should cover staff and candidates and state who in the organisation is responsible for health and safety. ABC's policy on Health and Safety indicates what a centre should have in place. There may also be specific requirements for health and safety outlined in the qualification specification.
- Centres must indicate that they will ensure all premises (including hired sites) have appropriate Health and Safety for the delivery and assessment of qualifications.

1.10.11 Diversity (Equal Opportunities)

- Centres should show that they are clearly committed to support equality and diversity and ensure open access to qualifications to all learners irrespective of age, gender, ethnic origin, creed, employment status, nationality, sexual orientation, marital status or special assessment requirements.

1.10.12 Statement on Disability and Discrimination Act

- Centres should agree to comply with the DDA in the provision of facilities for people with disabilities in relation to the employment of staff and the provision of access to premises and reasonable adjustments for learners. The Small Business Unit will offer help and advice on any exemptions for small businesses.

1.10.13 Statement on student support

- Centres should indicate what systems and processes are in place to support learners including the following:
 - advice and guidance about the qualification, and progression and employment routes and opportunities;
 - initial assessment (is this course the right one for this learner and will s/he be able to contribute to and successfully complete the qualification);
 - induction (how is the learner inducted into the centre and onto the course);
 - on going learning support for all learners including those with learning difficulties.

1.10.14 Procedure for Quality Assurance Review

- A centre should indicate that systems and processes are in place to review and evaluate its procedures and effectiveness
- A review should also include feedback from staff and learners. This may be recorded in staff and candidate surveys and / or minutes of meetings. ABC's monitoring activity also includes the request for feedback from centre staff and learners.
- Centres which are essentially single-person operations should also go through a process of evaluation and use feedback from learners and the awarding body to support this process.

1.11 Sector Provision

- In this section centres should use the first column to indicate in which sectors they currently offer programmes either with ABC or any other awarding bodies accredited by the QCA
- For those sectors ticked in the first column please indicate the qualification types and levels your centre delivers in the second column.
- In the final column centres should indicate in which sectors they wish to deliver ABC qualifications/units.

Centre Agreement and Authorised Signatory

- The form must be authorised by the person accountable for the quality assurance and management of qualifications within the organisation. ABC will contact the person named prior to awarding any approval.
- Centres that intend to deliver NVQs must be familiar with the NVQ Code of Practice 2006 and the approved centre criteria. ABC will monitor a centre against the approved centre criteria during its external visits (cf. 3100-03 NVQ Centre Criteria Mapping)

If you require any further assistance in support of your application please ask for the Centre Recognition Administrator on 0115 8541 620.

CR1 Section 2 Qualification approval

A separate Section 2 must be completed for each qualification / selection of units the centre wishes to offer. Centres that are new to ABC must complete this form in conjunction with CR1 Section 1.

If a centre is approved to run qualifications by another awarding body within a sector in which an ABC qualification/unit sits, it will be given approval to deliver that qualification.

Where a qualification specification identifies the need for specific additional information, this information will be checked by a subject specialist before approval can be given. A fee may be charged for the external moderation or verification of these additional requirements.

If a centre wishes to deliver an ABC qualification in a sector or at a level in which they have little or no experience, ABC will conduct a qualification approval visit for which a charge will be made.

2.1

- Organisation refers to the name of the organisation as given in CR1 Section 1.1. This may not be the same as the site that is responsible for the qualification.
- The ABC Centre ID is the number provided on the centre's letter of approval.
- Please give the qualification title/s of the ABC accredited qualifications the centre intends to deliver, or if applying for ABC customised provision, please give the course title and units included.
- Site Address/es should be the location/s responsible for the administration of the qualification which will liaise directly with ABC.
- The Delivery Location is the location where the qualification will be delivered and which the External Moderator would visit e.g. address of the motor vehicle workshop.

2.2 Contact Details

- Please name the people responsible and give their contact details for the qualification you wish to offer.

2.3 Target Group

- Please indicate the anticipated number of learners each year for each qualification level as well as the expected date of the first intake.

2.4 Delivery

- Please indicate the method of delivery for the qualification e.g. traditional, distance learning or online.
- Details of any partners involved will need to be included here including the responsibilities of each partner involved in the delivery and assessment of the qualification/s. If any partners are based overseas they must satisfy ABC's requirements for overseas centres. Please contact ABC for further details.

2.5 Authorisation

- The person responsible for quality assurance and/or the management of qualifications within the centre as named on CR1 Section 1.3, 1.4 or 1.5 or their approved signatory must authorise this qualification request