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Conflict of   
Interest Policy

**Centre Approval Application Form**

**Version 3**

Issue Date: July 2016

Document Ref: CTR 3

Issue Date: May 2018

**Section One – General:**

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| --- | --- | --- | --- | --- |
| **Centre Name** |  | | | |
| **Address** |  | | | |
| **General Telephone Number:** |  | | | |
| **General Email Address:** |  | | | |
| **Centre Type**  *(please tick)* |  | **Employer** |  | **FE College** |
|  | **Private Training Provider** |  | **University** |
|  | **Other**  *(please state)* |  | |
| **Are you applying for approval for a single Centre or multiple Centres?** | **Single**  **Multiple** *(If multiple, please provide details below)* | | | |
| **Are you working in partnership to provide the qualifications you want to offer?** | **No**  **Yes** *(If yes, please provide*  *details below)* | | | |

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| **Are you an Approved Centre for another Awarding Organisation?**  *(If you can provide 2 EQA reports dated within the last 12 months and these show that your centre has been fully compliant with the other AO’s approval criteria we may be able to expedite your approval)* | **No**  **Yes** *(If yes, please provide*  *details below)* | | |
|  | **Awarding Organisation** | **Approved for (qualifications/sectors)** | **Approved Since (Date)** |
|  |  |  |
| **Have you ever been refused approval by an Awarding Organisation or had your approval withdrawn?** | **No**  **Yes** *(If yes, please provide*  *details below)* | | |

**Section Two - Financial Information:**

|  |  |
| --- | --- |
| **Financial Information** | Please complete and submit the **New Customer Details/VAT Exemption Eligibility Status Form** with your application**.** |

**Section 3 - Centre Key Contacts:**

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Email | Tel |
| Head of Centre |  |  |  |
| Quality Contact |  |  |  |
| Business Development Contact |  |  |  |
| Finance Contact |  |  |  |
| Centre Coordinator Contact  *(responsible for registering learners and claiming learner certificates)* |  |  |  |
| Other *(please specify)* |  |  |  |

*(please add additional rows as appropriate)*

**Section Four - Qualifications Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification details** – please specify all qualifications you intend to offer under this application | | | | | |
|  | | Please tick if available to internal staff only | Projected Learner Registrations | | Proposed Start Date |
| 1st Year | 2nd Year |
| Qualification Name |  |  |  |  |  |
| Level |  |  |  |  |  |
| Qualification Code |  |  |  |  |  |
|  | |  |  | |  |
| Qualification Name |  |  |  |  |  |
| Level |  |  |  |  |  |
| Qualification Code |  |  |  |  |  |
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| Qualification Name |  |  |  |  |  |
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| Qualification Name |  |  |  |  |  |
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| Qualification Code |  |  |  |  |  |
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| Qualification Name |  |  |  |  |  |
| Level |  |  |  |  |  |
| Qualification Code |  |  |  |  |  |

*(please add additional rows as appropriate)*

**Section 5 – Staff Details:**

Please enter the details of staff who will be involved in the **assessing** or **internal quality assurance (IQA)** of the qualification(s) you are seeking approval:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Staff details - You are required to nominate at least One Assessor and at least One IQA *per* qualification** | | | | | | | | |
| Qualification Title(s) | Assessor(s) | | IQA(s) | | Holds relevant assessor/IQA qualification(s) *(TAQA, A/V units, D32/33, D34 etc)*, is working towards, or has been appropriately trained to the TAQA standard  **(Y/N)** | CV  supplied?  **(Y/N)** | Qualification Certificate Copies supplied?  **(Y/N)** | Relevant Professional Qualifications/  Current and/or previous positions that demonstrate  *occupational competence and experience* in this subject  area  **(Y/N)** |
| First Name | Last Name | First Name | Last Name |
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*(please add additional rows as appropriate)*

**Section 6 – Policies and Other Key Documents:**

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| --- | --- | --- |
| **Policies:**  *(Some of these policies may be combined into one document, e.g. 4 & 10, 7 & 8, 11 & 12; however, the Appeals Policy must always be separate from the Complaints Policy)* | **Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| 1. Appeals |  |  |
| 1. Complaints |  |
| 1. Health & Safety (and risk assessments) |  |
| 1. Equal Opportunities/Equality & Diversity |  |
| 1. Malpractice |  |
| 1. Maladministration |  |
| 1. Conflict of Interest |  |
| 1. Confidentiality |  |
| 1. Data Protection |  |
| 1. Recognition of Prior Learning |  |
| 1. Access to and Fair Assessment |  |
| 1. Reasonable Adjustments & Special Considerations |  |
| 1. Assessment Strategy *(Centre policy and programme-specific strategy)* |  |
| 1. IQA strategy *(Centre policy and programme-specific strategy)* |  |

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| **Other key documentary evidence for Centre Approval:** | **Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| Organisational chart |  |  |
| Job descriptions/role profiles for assessors and IQAs |  |
| List of assessors, their CVs, qualifications certificates (for assessing &/or to show occupational competence to assess), evidence of CPD/assessor training to the current standards |  |
| List of IQAs, their CVs, qualifications certificates (for IQA-ing &/or to show occupational knowledge to IQA), evidence of CPD/IQA training to the current standards |  |
| Development plans/Action plans for assessors and IQAs |  |
| Framework for team meetings – frequency, standing agenda items and minutes |  |
| Maintenance schedules of equipment |  |
| Evidence of appropriate equipment and accommodation |  |
| Course programme(s) - example resources |  |
| Record systems: for learner records, including tracking progress and auditing and learner identification |  |

**Section 7 -** **Centre Approval Criteria:**

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| --- | --- | --- | --- | --- |
| Management Systems | | | | |
| **1** | **Criteria** | **Evidence Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Meets SFJ Awards Centre Approval Criteria?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| 1.1 | The Centre’s aims and policies in relation to qualifications are supported by senior management and understood by the assessment team, including policies for dealing with malpractice & maladministration, enquiries and appeals/complaints |  |  |  |
| 1.2 | The Centre’s access and fair assessment policies and practices are understood and complied with by Learners and Assessors |  |  |  |
| 1.3 | The roles, responsibilities, authorities and accountabilities of the assessment and quality assurance teams across all assessment sites are clearly defined, allocated and understood |  |  |  |
| 1.4 | There is effective communication within the assessment team and with SFJ Awards |  |  |  |
| 1.5 | SFJ Awards is notified of any changes which may affect the Centre’s ability to meet the approved Centre criteria (not applicable for initial approval) |  |  |  |
| 1.6 | Learner, employer and other feedback is used to evaluate the quality and effectiveness of qualification provision against the Centre’s stated aims and policies, leading to continuous improvement |  |  |  |

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| Resources | | | | |
| 2 | **Criteria** | **Evidence Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Meets SFJ Awards Centre Approval Criteria?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| 2.1 | Assessors and Internal Quality Assurers have sufficient time, resources and authority to perform their roles and responsibilities effectively |  |  |  |
| 2.2 | There are sufficient competent and qualified Assessors and Internal Quality Assurers to meet the demand for assessment and Quality Assurance activity |  |  |  |
| 2.3 | A staff development programme is established for the assessment and quality assurance team in line with identified needs |  |  |  |
| 2.4 | Resource needs are effectively identified in relation to the specific qualification, and resources are made available |  |  |  |
| 2.5 | Equipment and accommodation used for the purposes of assessment comply with the requirements of relevant Health and Safety legislation |  |  |  |

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| Learner Support | | | | |
| 3 | **Criteria** | **Evidence Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Meets SFJ Awards Centre Approval Criteria?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| 3.1 | Information, advice and guidance about qualification procedures and practices are provided to Learners and potential Learners |  |  |  |
| 3.2 | Learners’ development needs are matched against the requirements of the qualification units and an agreed individual assessment plan is established |  |  |  |
| 3.3 | Learners have regular opportunities to review their progress and goals and to revise their assessment plan accordingly |  |  |  |
| 3.4 | Unit certification is made available to Learners |  |  |  |
| 3.5 | Particular assessment requirements of Learners are identified and met where possible |  |  |  |
| 3.6 | There is an established appeals procedure which is documented and made available to all Learners |  |  |  |

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| Assessment and Quality Assurance | | | | | |
| 4 | **Criteria** | **Evidence Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Meets SFJ Awards Centre Approval Criteria?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| 4.1 | Queries about the Qualification or  Award Specification, assessment guidance or related SFJ Awards materials are resolved and recorded |  |  |  |
| 4.2 | Requests are complied with from SFJ Awards or the qualifications regulators for access to premises, records, information, Learners and staff for the purpose of external quality assurance or other monitoring activities |  |  |  |
| 4.3 | Access to assessment is  encouraged through the use of a range of valid assessment methods |  |  |  |
| 4.4 | Internal quality assurance procedures and activities are clearly documented, consistent with national requirements and ensure the quality and consistency of assessment |  |  |  |
| 4.5 | Assessment decisions and practices are regularly sampled and findings are acted upon to ensure consistency and fairness |  |  |  |
| 4.6 | Assessment is conducted by qualified and occupationally expert staff |  |  |  |
| 4.7 | Internal Quality Assurance is conducted by appropriately qualified and experienced staff |  |  |  |
| 4.8 | The effectiveness of the internal quality assurance strategy is reviewed against national requirements and corrective measures are implemented |  |  |  |
| 4.9 | Unless a Learner chooses not to have a unique Learner number  (ULN), arrangements are in place to obtain the ULN and a Learner record on behalf of the Learner |  |  |  |
| 4.10 | Where Learner consent is given, the Centre uses access to the record of the Learner’s previous achievements in their Learner record to ensure that opportunities for credit transfer and exemption are maximized |  |  |  |
| 4.11 | The Centre has a process to identify, monitor and manage any conflicts of interest in assessment outcomes |  |  |  |
| 4.12 | Actions identified by external quality assurance visits are disseminated to appropriate staff and corrective measures are implemented |  |  |  |
| 4.13 | The centre has in place arrangements to ensure the confidentiality of assessment materials |  |  |  |

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| Records | | | | |
| 5 | **Criteria** | **Evidence Supplied/**  **Available Upon Request?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Meets SFJ Awards Centre Approval Criteria?**  **(Y/N)**  *(if ‘No’ please provide details in the Centre Comments section)* | **Centre Comments** |
| 5.1 | Information supplied to SFJ Awards for the purposes of registration and certification is complete and accurate |  |  |  |
| 5.2 | Learner records and details of achievements are accurate, kept up to date and securely stored in line with SFJ Awards requirements and are available for external quality assurance and auditing |  |  |  |
| 5.3 | Records of internal quality assurance activity are maintained in line with SFJ Awards requirements and are made available for the purposes of auditing |  |  |  |
| 5.4 | The Centre’s achievements are evaluated and reviewed and used to inform future Centre programme developmental activity |  |  |  |
| 5.5 | Information and recording systems enable Learners’ achievements to be monitored and reviewed in relation to the Centre’s equal opportunities policy |  |  |  |
| 5.6 | The Centre has the staff, resources and system necessary to support the assessment of units and the award |  |  |  |
| 5.7 | The Centre has the staff, resources and systems necessary to support the accumulation and transfer of credits, the recording of exemptions and recognition of prior learning if applicable |  |  |  |
| 5.8 | Learner personal data is collected and held in accordance with current Data Protection Legislation and Data Privacy Laws.  Records are held and data shared with the explicit consent of the Learner |  |  |  |
| 5.9 | The Centre has in place a process to confirm the identity of Learners |  |  |  |

**Section 8 -** **Centre Declaration:**

The declaration must be signed by a senior person who has the authority to confirm the following:

|  |  |
| --- | --- |
| 🗹 | I can confirm that the Centre will meet and the requirements set out in the SFJ Awards Approval Criteria  We are already an approved centre with another awarding organisation and I/we are providing previous external quality assurance reports for the past 12 months to support our application  We are a new Centre and require a site visit  ***(please tick as appropriate)*** |
| 🗹 | To the best of my knowledge, the information and dates included in this application form are accurate and up to date |
| 🗹 | I can confirm that all members off staff who will be involved in the delivery, assessment and quality assurance of the product/s will be competent in the area specified |
| 🗹 | We will ensure that for each qualification delivered there is at least one Assessor and one Internal Quality Assurer at all times, who are different members of staff |
| 🗹 | I understand that SFJ Awards will hold electronic records of the information provided and may be used for any purpose deemed relevant to the qualification(s) we will be offering |
| 🗹 | I agree to pay all costs for Centre Approval activity as per SFJ Awards’ 30-day invoice terms   * The fee is payable whether your application is successful or not. * The charge for Centre Approval is £550+VAT and travel expenses incurred. * (If you are an Approved Centre with another Awarding Organisation, offering the same/similar type of qualification and can provide EQA reports demonstrating good management and quality assurance systems for the previous year, an initial visit by our Approval Advisor may not be required – therefore the charge is £350+VAT). |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:**  *(in block capitals)* |  |
| **Position:** |  |
| **Date:** |  |
| **I accept the terms and conditions of service:** |  |
| **How did you find out about SFJ Awards?** |  |

**Completed reports must be returned electronically to the Quality Assurance Officer via SFJ Awards Odyssey Portal.**

**Alternatively, please email to:** [**qateam@sfjawards.com**](mailto:qateam@sfjawards.com)

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