

Centre approval

Policy and procedures

Contents

Centre approval policy

Effective from:	September 2023
For the attention of:	Heads of centre / ASDAN QA

Policy owner	Policy approver
Qualification Manager	Compliance Manager

Review history		
Date	Version	Reviewed by
June 2018	Draft created and approved	Head: Quality Assurance and Qualifications
November 2018	Versions 2 – 6 updated	Compliance Manager
May 2019	Version 7	Compliance Manager
November 2021	Version 8	Compliance Officer
November 2022	Version 9	Compliance Manager
September 2023	Version 10 – updates to: timeline for actions to be completed; new satellite and partnerships; and process for returning centres.	Compliance Manager
Next review: August 2025	To be reviewed by Compliance Manager and approved by Senior Quality Assurance Manager	

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1 Introduction

All registered centres intending to offer/ing ASDAN's regulated qualifications must successfully complete the documented Centre Approval process as well as attend mandatory training.

The requirements for Centre Approval are designed to establish whether a prospective centre:

- Can deliver ASDAN qualifications to the required regulatory and qualification specifications.
- Has the necessary resources and training to deliver assessments to candidates equally, safely and securely.

1.1 Process

See the ASDAN Centre Approval Guide for details relating to new centre approval, available to download from the ASDAN website: asdan.org.uk/policies-regulations-and-centre-guidance

ASDAN's Centre Approval process requires prospective centres to:

- Provide a signed centre agreement clearly specifying the role and responsibilities of the centre in their dealings with ASDAN as the awarding organisation.
- Be visited, either face-to-face or remotely, by an ASDAN External Quality Assurer (EQA), to ensure they have in place the policies and procedures required by ASDAN and the regulators.
- Arrange a centre approval visit to take place within 12 months of the application for ASDAN Qualifications membership. Should the visit not take place within 12 months, the ASDAN membership will be downgraded to Programmes Plus unless arranged otherwise by the centre and the centre will be required to re-apply for Qualifications membership.
- Complete all actions within a twelve month window from the date of the original approval visit. If this process is longer than twelve months a new approval visit will be required and is subject to the full fee being charged.
- Provide additional information relating to any previous experience in delivering similar types of qualifications and plans for delivery.
- Attend mandatory training prior to delivery of the qualification/s, ensuring that themed support and qualification update events are attended to ensure that qualification changes are adopted in the centre. Should a centre not have attended training or support within a five year period then mandatory retraining will be required.

2 Policy and regulations

This policy complies with the General Conditions of Recognition which require awarding organisations like ASDAN to have an open, transparent and clear process to all centres on the approval phase:

This policy addresses the following Ofqual General Conditions of Recognition (GCR).

GCR Reference
C2.1 Where a Centre undertakes any part of the delivery of a qualification on behalf of an awarding organisation, this condition applies in addition to the requirements in Condition C1.
C2.2 Where this condition applies, an awarding organisation must ensure that arrangements between it and the Centre include a written and enforceable agreement.

2 Policy and regulations

GCR Reference

C2.3 That agreement must in particular include provisions which –

- a) require the Centre to take all reasonable steps to ensure that the awarding organisation is able to comply with its Conditions of Recognition,
- b) require the Centre to take all reasonable steps to comply with requests for information or documents made by the awarding organisation or Ofqual as soon as practicable,
- c) require the Centre to assist the awarding organisation in carrying out any reasonable monitoring activities and to assist Ofqual in any investigations made for the purposes of performing its functions,
- d) set out all the requirements with which the Centre must comply in order to continue to deliver the qualification,
- e) establish a sanctions policy to be applied in the event that the Centre fails to comply with these requirements,
- f) require the Centre to retain a Workforce of appropriate size and competence to undertake the delivery of the qualification as required by the awarding organisation,
- g) require the Centre to have available sufficient managerial and other resources to enable it effectively and efficiently to undertake the delivery of the qualification as required by the awarding organisation,
- h) require the Centre to undertake the delivery of the qualification required by the awarding organisation in accordance with Equalities Law,
- i) require the Centre to operate a complaints handling procedure or appeals process for the benefit of Learners,
- j) set out any arrangements in relation to Centre Assessment Standards Scrutiny that the awarding organisation will undertake or that will be undertaken on its behalf, and require the Centre to retain any data (including evidence generated by Learners and marked by the Centre) that the awarding organisation considers necessary to allow it to undertake that scrutiny effectively,
- k) specify a process to be followed in any withdrawal of the Centre (whether voluntary or not) from its role in delivering a qualification, and
- l) require the Centre to take all reasonable steps to protect the interests of Learners in the case of such a withdrawal.

C2.4 In the event that the Centre withdraws from its role in delivering a qualification, the awarding organisation must take all reasonable steps to protect the interests of Learners.

2 Policy and regulations

GCR Reference

C2.5 The awarding organisation must, in respect of the parts of the delivery of qualifications which the Centre undertakes:

- a) provide effective guidance to the Centre, and
- b) make available to the Centre any information which, for the purposes of that delivery, the Centre may reasonably require to be provided by the awarding organisation.

ASDAN will manage the Centre Approval process within the following parameters:

- Applications for centre approval will be processed in accordance with the General Condition of Recognition C2, Arrangements with Centres.
- Core centre information will be banked so that any future approval will relate only to the additional qualifications the centre is seeking to offer or for centres that leave and return within a twelve month window.
- All information held by ASDAN will be subject to the requirements of the General Data Protection Regulations.

2.1 Mandatory Annual Requirements

Centres must, on an annual basis complete and update the following on the ASDAN website:

- The annual centre agreement.
- An annual conflict of interest declaration, ensuring that any conflicts which arise are communicated to ASDAN immediately.
- The satellite and partnership declaration, ensuring that any arrangements which are put in place are communicated to ASDAN immediately.
- The centre's staff details, ensuring that these are updated whenever changes occur.

Please inform compliance@asdan.org.uk immediately of any new or potential Col.

Please inform compliance@asdan.org.uk immediately of any changes to Satellites and Partnerships using the Satellite and Partnership declaration form.

2.2 Downgrading a centre to a lower level

Where an approved centre has not purchased candidate registrations for any regulated qualification for which they are registered, for a period of 3 consecutive academic years, ASDAN will review and may withdraw the centre's approval status and downgrade the membership to a lower level.

Where an unapproved centre fails to address EQA actions set at the approval visit, ASDAN will review and may withdraw the centre's qualification application and downgrade the membership to a lower level.

The centre would be required to undertake the centre approval process in order to be reinstated as a qualification centre.

2 Policy and regulations

2.3 Returning centres

When a centre leaves ASDAN or downgrades to a lower membership tier, their qualification centre approval will remain valid for a period of eighteen months. If the centre wishes to return to a qualification membership after eighteen months then a new, chargeable approval visit will be required.

2.4 ASDAN's rights and responsibilities

ASDAN reserves the right to refuse or revoke centre approval to any organisation that:

- Acts in an unprofessional manner to ASDAN staff.
- Misrepresents ASDAN and/or its qualifications.
- Is identified with any activity that could adversely affect the reputation of ASDAN, its products or services.
- Fails to comply with ASDAN's Terms and Conditions.
- Does not comply with relevant regulations.

ASDAN maintains the right to withdraw centre or specific qualification approval within the following parameters:

- When it is felt necessary to protect the interests of the candidate, the integrity of the qualification, the qualifications framework or the company reputation.
- When a centre does not meet its financial obligations to ASDAN.
- When a centre fails to address actions given by an EQA or another member of the compliance team, within a reasonable time.
- When a centre does not comply with the published regulatory criteria relating to the qualification(s) offered.
- When a centre fails to comply with ASDAN's Terms and Conditions/Centre Agreement/Approval Policy.

Centres have a right to appeal against decisions reached under this policy

3 Associated policies and procedures

Document name	Responsible person
Certification Policy	Qualification Manager
Centre Monitoring Policy – Audit	Responsible Officer
Complaints Policy and Procedure	Centre Support Manager
Appeals Policy	Qualification Manager
Malpractice and Maladministration Policy	Responsible Officer



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