

# Satellite, Partnership and Third Party Agreements – Centres

## Definition

A centre that operates in multiple locations all under the same ASDAN centre number with; administration, delivery, assessment and moderation undertaken by staff that are directly or indirectly employed by the ASDAN centre will be classified as satellites, branches or partnerships.

For the purposes of this document we will refer to a satellite centre.

A satellite centre is not always an assessment site although it is likely to have an office and staff. An assessment site is a location where a learner is being assessed for their qualification. E.g. their workplace, a temporary location such as an outdoor activity centre or event where work is being carried out. If they are being assessed for their qualification by staff that are directly or indirectly employed by the ASDAN centre then this is classified as a satellite.

## Centre Approval Requirements

Satellite centres are required to meet the same centre approval criteria as the ASDAN approved centre and **we require that the satellite centre operates the same quality assurance processes and procedures**. Each branch/satellite must ensure that there is always an ASDAN trained member of staff responsible for the qualification being trained/assessed.

Completion of the Satellite/Partnership Arrangements Form is a requirement, and must be completed in advance of undertaking any assessment.

Where an ASDAN registered centre uses any other provider to deliver any part of their ASDAN qualification provision, they must inform ASDAN of this prior to commencing assessment. If the subcontracted provider is using the ASDAN centre number to register/ certificate learners, even if they are an ASDAN registered centre in their own right, the responsibility for ensuring the quality of delivery lies with the centre.

### **Centres must update these details on an annual basis.**

If a registered centre has a number of satellite or partnership arrangements in place, any changes to their centre approval status will affect the entire operation. To notify ASDAN about a satellite centre or any changes to existing arrangements centres must complete and upload the Satellite and Partnership Arrangements Form and email to [compliance@asdan.org.uk](mailto:compliance@asdan.org.uk).

### **Satellite/Partnership/Third Party agreements must:**

- Explain the background to, and purpose of, the agreement.
- List and describe the activities to be undertaken, and who will do what.
- Record who will evaluate the effectiveness of the partnership and adherence to the agreement, and when evaluation will happen.
- List the partners and the duration of the agreement.
- Give contact details of partnership representatives.
- Be in writing and signed by both parties.

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Please note that a Centre that operates in multiple locations all under the same ASDAN centre number with; administration, delivery, assessment and moderation undertaken by staff that are directly or indirectly employed by the ASDAN Centre will need to be identified.

### Section One – Centre/Satellite Details

<b>Centre Name:</b>	
<b>ASDAN Centre Number:</b>	
<b>ASDAN Centre Contact- Responsible for all ASDAN administration:</b>	

Details of any satellite, branch, partnership, consortium, sub-contracting or franchise arrangements linked to the qualification(s) approval is requested for, outlining the roles and responsibilities of each organisation.

<b>Name of satellite centre/branch/partner/ subcontractor</b>	<b>Address of centre/branch/partner / subcontractor</b>	<b>Role and Responsibility (administration, teaching, assessment, moderation)</b>

### Section Two – Qualification and Staffing Information

Please list the ASDAN qualifications the satellite/branch will be delivering at other sites in the UK.

<b>Name of satellite centre/branch/partner/ subcontractor</b>	<b>Qualification or Unit</b>	<b>Staff Member Name</b>	<b>Staff Member Role</b>	<b>Staff Member ASDAN Trained Yes/No</b>

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Provide details of the <b>teaching support</b> you will be providing to Learners, teachers and assessors outside of the ASDAN registered centre (describe how this support will be recorded and made available to ASDAN if requested):
Detail <b>plans for monitoring quality and consistency of assessment</b> , include how you propose to authenticate Learner work, particularly in relation to any Learners completing assessment outside of, or at a distance from the Centre:
Confirm and explain how any satellite/branch meets the requirements of your internal <b>Health &amp; Safety policy as well as your Safeguarding policy</b> and enables the security of Learner work or any other related assessment materials:
How do you ensure that each satellite centre/partner/subcontractor is <b>kept up to date with the requirements of ASDAN and the Regulators?</b>
If Applicable: Please confirm that there are in place agreements with <b>third parties and sub-contractors</b> to ensure that all policies and requirements referred to in the centre agreement are enforceable.
If Applicable: Describe the systems in place for <b>monitoring the activities of partnership organisations and satellite</b> centres in keeping with ASDAN's requirements?

For ADSDAN purposes only: On completion please send to the EQA Auditor			
Approved / Not approved:		Date	
QA Manager			
Conditions of Approval:			
Reasons for Non-Approval:			