

10 EASY STEPS TO A SMOOTH APPROVAL VISIT!

Welcome to our simple step-by-step guide to a smooth approval visit. Our Approval Advisors will need to visit you to check you meet our criteria, so we've produced this guide to help you to prepare for the visit. Of course in true NCFE style, our Approval Advisors will give you all the support and guidance you need to help you become an NCFE approved centre. The following steps will help you through the whole process.

Step 1 – Apply to become an NCFE approved centre

Download the 'application form to become an NCFE approved centre' and the 'Approval Criteria' from the NCFE website www.ncfe.org.uk. You'll need to have an approval visit if you're not already approved by another recognised UK awarding organisation. If you're unsure as to whether or not you're currently working with a recognised UK awarding organisation please check the National Database of Accredited Qualifications (NDAQ).

Step 2 – NCFE Approval Criteria

It's really important that you read through the approval criteria and make sure you have the appropriate evidence in place to meet each of the criteria. To assist you, the approval criterion provides examples of possible sources of evidence under each of the headings.

Step 3 – Allocation of Approval Advisor

Once we've received your application we will allocate an Approval Advisor who will contact you to arrange a convenient date and time for the visit. The Approval Advisor will be happy to answer any questions you have about the visit, so feel free to mention any concerns you may have.

Step 4 – Prior to the approval visit

You should make sure that you have all the requirements detailed in the approval criteria in place including any necessary resources appropriate to the qualification. A checklist is a good idea at this stage. If you feel you want to postpone or re-schedule the visit, please let the Approval Advisor know in plenty of time and at least 2 weeks before the visit to avoid unnecessary expenses being incurred.

Step 5 – During the approval visit

The Approval Advisor will need to see evidence that all the criteria are being met, including the appropriate resources for the qualification. If you have any satellite centres that will be involved in the delivery of the qualification(s) please ensure that all requirements are in place in all sites, and that there's someone responsible for coordination and standardisation meetings across these sites.



Step 6 – Approval Advisor Visit Report

Following your approval visit, the Approval Advisor will provide NCFE with a detailed report on his/her findings. There will be no surprises in the report as the Approval Advisor will have discussed everything with you on the visit. Our Centre Support team will send you a copy of this report and inform you whether or not you have met our approval criteria.

Step 7 – Action plan

If approval has not been given following the initial visit, the Approval Advisor report will include a detailed action plan highlighting what you need to do in order to meet the criteria, and whether a second visit is necessary. On some occasions it may be possible for you to post the outstanding documentation to the Approval Advisor and they'll confirm whether this is possible.

Step 8 – Centre approved

Once you are approved you'll receive an approved centre certificate to congratulate you, together with a welcome pack that contains lots of helpful information. You'll also receive the direct contact details of your dedicated Centre Support Assistant who'll deal with all your centre's queries.

Step 9 – What happens next?

On approval your Centre Support Assistant will contact your Exams Officer to discuss your needs and provide any support you require. You'll also be allocated a Business Development Manager and Business Development Officer who can talk to you about your centre's curriculum needs.

Step 10 – Let us know what you think

We hope you're happy with your initial NCFE experience. If you've any comments or queries about the guidance/assistance before, during and after the approval visit you can email feedback@ncfe.org.uk or contact your Centre Support Assistant and we'll be happy to help.

SUPPORTING YOU

NCFE is passionate about delivering exceptional customer service to both existing and potential customers, so feel free to contact our Centre Support team if you need any guidance/information prior to applying for approval.

NCFE
Citygate
St James' Boulevard
Newcastle upon Tyne
NE1 4JE
T: 0191 239 8000*
F: 0191 239 8001
E: info@ncfe.org.uk
W: www.ncfe.org.uk

* To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.

