NCFE

Approval Criteria

To gain and maintain approval to offer one of our qualifications you must meet the criteria detailed in the tables below. We will review the evidence in support of the Centre approval criteria on the initial Centre approval review and throughout our external quality assurance reviews.

For support and information on the approval process, please see supporting documentation including our User Guide to Our Centre Approval Report which is available on our website www.ncfe.org.uk/.

Management Systems and Administration

To gain approval to offer our qualifications, you must meet the approval criteria below.

		Yes	No	N/A
2.1	Aims, policies, and procedures that are supported by senior management are in place and understood by the delivery and assessment teams			
2.2	Sufficient work placements will be available to students and supporting policies and procedures are in place			
2.3	Recruitment and induction processes are in place for all staff involved in the qualification(s)			
2.4	Processes are in place to ensure all staff are provided with accurate advice and support to enable them to identify and meet their training and development needs, via ongoing continuous professional development (CPD)			
2.5	Procedures are in place to ensure effective communication between all staff and that appropriate time will be allocated for team meetings and standardisation activities for all staff involved in the qualification(s)			
2.6	Responsibilities, authorities and accountabilities of all staff are clearly defined, allocated and understood by all staff involved in the qualification(s)			
2.7	Marketing and advertising of the qualification(s) is clear, accurate and not misleading and complies with our guidelines			
2.8	Appropriate recruitment and registration processes are in place for students			
2.9	An enrolment and induction process which provides sufficient information, advice and guidance is in place for all students			
2.10	Processes are in place for the transfer of credits, the recording of exemptions and recognition of prior learning as required			
2.11	Students' development needs will be matched against the requirements of the qualification, and will be regularly reviewed in agreed individual assessment plans			

2.12	A planned programme of delivery is in place for all active qualification(s)			
2.13	Student records and details of achievements will be accurate, kept up to date and securely stored			
2.14	Adequate procedures exist to ensure secure and safe storage of live and completed student assessment records and examination materials			
2.15	Adequate and compliant processes are in place for external and controlled assessment(s) which meet NCFE and JCQ requirements			
2.16	Processes are in place for withdrawing qualification(s) and student(s)			
2.17	Appropriate certification processes are in place for students			
2.18	Feedback will be used to evaluate the quality and effectiveness of the qualification which leads to continuous improvement			
2.19	Processes are in place to notify us of any changes that would affect the ability to maintain delivery or assessment of qualification(s)			
2.20	A robust process is in place to ensure the content is fit for purpose where Customised Qualifications are developed			

Registered Professions only

2.21	A Fitness to Practise Policy and Procedure is in place			
2.22	There is a work-based supervising registrant in place for each student			
2.23	There is a work-based placement procedure in place, which includes a formal agreement between the student, centre and employer/workplace			
2.24	Procedures for checking good character and good health including vaccinations (where required) are in place			

Document owner: Quality Assurance Manager (EQA

Change History Record

Version	Description of change	Approval	Date of Issue
v7.0	Branding updated. Document information and Change History Record added		January 2021
v7.1	Rebranding Updated		August 2021
V8.0	Alignment with annual monitoring review (AMR)		January 2023