Centre Approval Checklist

External Quality Assurance team

Centre approval checklist

This document should be used alongside the User Guide to the Centre Approval Review.
Mark the column to confirm evidence has been uploaded to the OneDrive folder.
Use the comments box for any information that will be useful during the review of documentation, for example, 'evidence in folder 2.1 and 2.2 for this criteria'.

Section 2: Leadership, Policies and Learner Placement Arrangements

2.1 Aims, policies and procedures that are supported by senior management are in place and understood by the delivery and assessment teams		
	Uploaded	**Comments**
Equality, Diversity, and Inclusion (EDI)		
Appeals		
Complaints		
Malpractice/maladministration/plagiarism		
Provider Contingency and Adverse Effects (to include withdrawal of provider approval status and protection of the learners' interest in the case of such a withdrawal)		
Conflicts of Interest (COI)		
Data Protection including GDPR		
Risk Assessment and Health and Safety (including Public Liability)		
Safeguarding		
Controlled Assessment		
Assessment and Internal Quality Assurance (to include the use of an internal quality assurance strategy)		
2.2 Sufficient work placements are available to learners and supporting policies and procedures are in place		
	Uploaded	**Comments**
Copies of relevant policies and/or procedures		
Risk assessment documentation		
Copies of formal agreements between the learner, centre, and industry placement		

A process for recording the placement hours to show that the number of hours are in line with the required hours outlined within the Qualification Specification		
Communication channels between employers/work placements		

Section 3: Staff Management, Development and Accountability

3.1 Recruitment and induction processes are in place for all staff involved in the qualifications		
	Uploaded	**Comments**
CVs for all assessors and internal quality assurers on the qualifications being sought for approval		
Recruitment and interview policy/process		
Staff induction handbook/process		
3.2 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 continuing professional development (CPD)		
	Uploaded	**Comments**
CPD records for all Assessors and IQAs (showing completed and or planned)		
CPD policy and/or process		

Section 4: Learning Recruitment, Delivery and Records Management

4.1 Marketing and advertising of all qualifications is clear, accurate, not misleading and complies with our guidelines		
	Uploaded	**Comments**
Copies of relevant promotional materials, for example, qualification prospectus, options booklet, Website pages, leaflets, and PowerPoint presentations linked to the promotion of all NCFE/Active IQ qualifications.		
4.2 Appropriate recruitment process is in place for learners		
	Uploaded	**Comments**
Recruitment policy and/or process such as options process, open events, learner interviews, parent evenings and taster sessions		

Information, advice and guidance policy and/or process		
4.3 An enrolment and induction process which provides sufficient information, advice and guidance is in place for all learners		
	Uploaded	**Comments**
Application process		
Enrolment process/form		
Information on any initial assessments carried out, such as English and maths		
Learner induction process, schedule/content		
4.4 Learners' development needs are matched against the requirements of the qualification, and are regularly reviewed in agreed individual assessment plans		
	Uploaded	**Comments**
Arrangements to identify additional learning needs and offer appropriate support		
Individual learning plans/individual assessment plans		
System used to track and report learner progress, for example SIMs, Promonitor		
4.5 A planned programme of delivery is in place for all requested qualifications		
	Uploaded	**Comments**
Commencement dates of all qualifications applied for		
The locations of both theory and practical delivery (where applicable)		
Qualification delivery plan to show guided learning hours/total qualification time		
Example of intended assessment plans with centre devised tasks (if applicable)		
Example of intended internal quality assurance sampling plans		
Evidence of resources required as per qualification specifications		

International centres only: a clear rationale for the inclusion of a satellite centre, international satellite centre, partnership or sub-contracting arrangement		
International centres only: satellite centre, partnership or sub-contracting centre policies/procedures, demonstrating clear adherence with NCFE approval criteria		
International centres only: clear lines of reporting across the main site and any satellite centres, partnership or sub-contracting centres		
4. 6 Learner records and details of achievements are accurate, kept up to date and securely stored		
	Uploaded	**Comments**
Details of how information is stored and kept secure relating to the Data Protection policy		
Confirmation that data will be kept for 3 years		
4.7 Adequate and compliant procedures are in place to ensure the secure and safe storage and management of live and completed learner assessment records, examination materials, and external or controlled assessments, in line with NCFE and Joint Council for Qualifications (JCQ) requirements		
	Uploaded	**Comments**
JCQ compliance for example most recent annual inspection certificate (if in scope)		
Relevant centre examination policy and/or processes, including; invigilation, room utilisation and the resources available.		
A process for the secure storage of passwords, live assessment materials (synoptic projects and recorded assessments) that complies with NCFE guidelines		
Identification of the designated individual/department managing the process, access to the materials, and who is responsible for the distribution and security of the materials.		
4.8 Comprehensive and compliant processes are in place for the registration, withdrawal, and certification of learners and qualifications, ensuring accuracy, timeliness, and adherence to NCFE requirements		
	Uploaded	**Comments**

Learner registration policy and/or process (timeliness and responsibilities of registrations to NCFE, via the Portal (including adding start and end dates for each enrolment), and the departments/individuals involved)		
Withdrawal policy and/or process (withdrawal of learners from NCFE, and the departments/individuals involved)		
Certification claiming policy and/or process (claiming and issuing learner certificates, and the departments/individuals involved)		
Process for the completion of term-time checks (if applicable)		
4.9 Feedback is used to evaluate the quality and effectiveness of qualifications to drive continuous improvement		
	Uploaded	**Comments**
Process for capturing learner feedback and how it is used to drive improvement (surveys, learner voice, learner council)		
4.10 Processes are in place to notify us of any changes that would affect the ability to maintain delivery or assessment of qualifications		
	Uploaded	**Comments**
Confirmation of a suitable process		
Confirmation and the identification of the responsible person		
4.11 A robust process in place to ensure that content is fit for purpose where NCFE Customised Qualifications are developed		
	Uploaded	**Comments**
A process, with competent staff/person is in place to carry out a review of the qualification		
4.12 A robust process in place to ensure that international delivery is to be offered in line with NCFE requirements – including the translation of learner work where required		
	Uploaded	**Comments**
A suitable process is in place for the translation of documents		

An approved third party is used for the purpose of translation		
Clearly defined roles and responsibilities for the oversight of the process are in place		
4.13 For NCFE Active IQ qualifications offered internationally are Reps UAE requirements being met?		
	Uploaded	**Comments**

Version control

Date approved	July 26
Approved by	Principal EQA
Review date	July 27

Only approved versions of this document should be documented in the below table:

Version	Date	Revision authors	Summary of changes
v1.0	July 26	Principal EQA	Document created