



- STEP 1** Register for our Accreditation and Employer Services at www.ncfe.org.uk
- STEP 2** Fill in our online application form to become a new centre with us. We'll let you know when we've received your form.
- STEP 3** Our External Quality Assurance team will send your application to our Finance team for a credit check within 24 hours.
- STEP 4** We'll allocate you an External Quality Assurer (EQA). They'll visit your centre within 10 working days, and make sure you meet our approval criteria.
Fees - an initial application fee of £500 applies.
- STEP 5** We'll aim to provide you with feedback about your qualification review within 15 working days of receiving your application.
Fees - these review fees apply for qualifications that are Level 4 or above: £500 for 1-5 units, £750 for 6-10 units, £1000 for 11-15 units, £1250 for 16-20 units, £1500 for 20+ units.
- STEP 6** The qualification reviewer will provide you with feedback and an action plan if you're given conditional approval, or you'll become an approved NCFE centre if you're given unconditional approval.
Fees - annual accreditation fee of £2000 applies.
- STEP 7** The EQA will let us know if your qualification is fit for approval. We'll provide you with feedback if your qualification isn't fit for approval, and you'll have 3 months to resubmit your course. You'll have to restart the application process from the beginning after 3 months.
- STEP 8** We'll let you know if your course is fit for approval, and set up your new Customised Qualification on our system.