



International Satellite Centre Policy

Document Control		
Document Number:	INT-003	Effective from: 01-05-2019
Linked Regulatory Requirements:	N/A	
Version Number and Date:	V1.4, 30-06-2025	Review date: 30-06-2025
Date of Next Review:	29-06-2026	Classification Level: Public/General

Approval Level: High impact Approved by: Executives Date version approved: 30-06-2025
--

Version Number	Date	Changes
V1.4	May 25	Annual review – no changes

Table of Contents

1. Policy principles	4
2. Introduction.....	4
2.1. Purpose.....	4
2.3. Responsibilities/duties	4
2.4. Definitions	4
2.5. Location.....	4
3. Process.....	5
4. Initial Equality Impact Assessment	5
5. Training	6
6. References to associated documents	6
7. Implementation and dissemination	6
8. Monitoring arrangements.....	6
9. Data retention.....	6

1. Policy principles

This document exists to outline the requirements, necessary compliance and monitoring processes that are in place and which international satellite centres must adhere to.

2. Introduction

This document sets out to outline the International Satellite Centre application process at NCFE.

2.1. Purpose

The purpose of this Policy is to:

- outline the International Satellite Centre policy to existing and new NCFE centres
- describe what the process and conditions are to have an international satellite centre approved
- detail the approval criteria and pricing.

2.3. Responsibilities/duties

- The Senior International and Devolved Nations Manager is the responsible manager of this policy.
- NCFE International Centres are responsible for adhering to this policy.

2.4. Definitions

Word/Acronym	Definition
IQA	Internal Quality Assurer

2.5. Location

Available on the NCFE website.

3. Process

Centres who wish to add a satellite centre to their existing approval must contact the international team directly on + 44 191 239 8000, or they can email: international@ncfe.org.uk.

Centres will need to complete the application process before any satellite centres are approved for the delivery of NCFE qualifications. The application process includes:

- completion of the Satellite Centre Application Form. The international team will review the forms and arrange payment. The customer service team will add the satellite centre address is agreed.
- upfront payment of £1500 for satellite centre approval
- submission of satellite centre policies, procedures, and staff CVs to NCFE CACHE
- adherence to our approval criteria
- attendance at Assessor and Internal Quality Assurance training by centre staff if required.
- submission of license/permit issued by the education regulators in the satellite centres region.

Satellite centres are usually only permitted within the country of the primary and original centre and to centres which are owned or managed by the same entity or person. Satellite centres requested in a location outside of the primary and original centre's region or requests to grant satellite centre status to centres not owned or managed by the original centre's entity or person, will only be considered on an exceptional case by case basis.

The International team will review all submitted applications and will decide whether to approve the addition of satellite centres to the existing approval. A clear rationale will be provided to the centre if a decision is made not to approve a new satellite location.

Individual applications must be submitted for each new satellite centre location, and the £950 fee will be applied per application.

NCFE shall be entitled to terminate the Satellite Centre Agreement (and any consent provided under it) if it considers the Centre to be in breach of it, or, that an Adverse Effect is occurring or likely to occur because of the Centre's actions in relation to the Satellite Centre Agreement. The satellite/sub-contract centre is bound to the clauses within the NCFE Centre Agreement. Under the Centre Agreement NCFE retain right to apply sanctions, or terminate the centre, should they fail to comply with the contents of this, or any other mandatory, document.

4. Initial Equality Impact Assessment

An Initial Equality Impact Assessment has been completed for this policy, and no concerns were raised.

5. Training

There are no specific training needs in relation to this policy.

6. References to associated documents

N/A

7. Implementation and dissemination

Available on the NCFE website.

8. Monitoring arrangements

To be reviewed annually by the international team

9. Data retention

No personal data is used as part of this procedure.