

Name of organisation applying to become a Qualifi Approved Centre  
*(if the application is successful, this name will become the Centre Name – if different, please advise)*

## Qualifi Application for Centre & Qualification Approval

This application form is split into six sections for completion:

1. Centre information
2. Qualifications
3. Staffing
4. Policies and procedures
5. Compliance with regulatory requirements
6. Declaration

Please ensure each section is completed fully to prevent any delays to the processing period. For guidance on completing this application form, please refer to the Guide for Centre and Qualification Approval.

Once complete, please return this application by post or electronically (with an electronic signature) to Qualifi Limited using an authorised email address.

E-Mail: [info@qualifi.net](mailto:info@qualifi.net) (UK applicants) or [info@qualifi-international.com](mailto:info@qualifi-international.com) (non-UK applicants)

Section 1: Centre information	
Primary Site	
Key Contact	
Telephone number	
Email address	
Website	
Address (including postcode)	

Centre Type			
Adult Education Centre	<input type="checkbox"/>	Overseas Centre	<input type="checkbox"/>
Armed Forces	<input type="checkbox"/>	Private Training Provider	<input type="checkbox"/>
Employer	<input type="checkbox"/>	School	<input type="checkbox"/>
FE or Tertiary College	<input type="checkbox"/>	Sixth Form College	<input type="checkbox"/>
HM Prison/YOI	<input type="checkbox"/>	University or HE Institution	<input type="checkbox"/>
Central/Local Government/NHS	<input type="checkbox"/>	Voluntary Organisation/Charity	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

Centre Administrator	
Telephone number	
Email address	
Website	
Support Staff – Responsibilities (eg Administration; Learner; IT)	
Social media links	

Primary delivery site (if different from above)	
Site name	
Address (including postcode)	

Overview of facilities available to learners and staff; give details	
Overview of resources available to learners; give details	

**Those centres intending to use more than the Primary site for delivery must include details here**

<b>Proposed ssatellite site</b>	
Site Name	
Address (including postcode)	
Overview of facilities	
Overview of resources	

***Please use separate sheet for Additional Satellite sites and submit as supplementary evidence***

<i>References/Letters of Support/Other Awarding Organisation(current) external verifier or centre visit report that can support your application to deliver Qualifi approved qualifications – please submit documents with the application</i>			
<b>Name/Organisation</b>	<b>Contact Details (email/telephone/other)</b>	<b>Type of Support</b>	<b>Submitted</b>
			select
			select
			select

<b>Section 2: Qualifications</b>	
<b>Proposed Qualification Title and Level for approval – indicate Award; Certificate; Diploma type</b>	<b>Intended delivery site(s) – Primary or Satellite</b>

<b>Qualification Content – MANDATORY submitted information</b> <i>(failure to submit the relevant information to support the content of this qualification will result in a delay to the application process and may result in the application being rejected)</i>	<b>Submitted</b> <i>(If NO, please outline reasons in Section 5A Action Plan)</i>
Course Outline/Qualification Specification for each qualification in full	select
Assessment Criteria and Learning Outcomes for each unit/qualification	select
Sample of type and content of both formative and summative assessments used for each unit/qualification	select
Outline of routes of progression are identified and are made clear to all Learners	select
Outline the appropriate teaching and learning opportunities planned	select

**NOTE:** If the applicant needs guidance and support in submitting the relevant information required in Section 2, please contact us by email [info@qualifi-international.com](mailto:info@qualifi-international.com)

<b>Estimated Number of Learners for each Qualification Title#</b>			
<b>Qualification Title and Level</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>

**# This information must be substantiated as financially viable to support the estimated numbers of learners and be submitted with this application. Failure to submit sufficient information for consideration may result in the application being rejected.**

*Please indicate if there is a need for assessments to be undertaken in the Welsh language?*

select from list

*Do you currently access external funding to support learners embarking on qualifications (ie Skills Funding Agency)?*

select from list

If yes, please indicate source:

*Has your centre previously applied for, or gained centre status from Qualifi or another awarding organisation?*

select from list

If yes, from which awarding organisation:

*Has your centre ever been refused or had approval status withdrawn by Qualifi or another awarding organisation?*

select from list

If yes, from which awarding organisation:

*Please provide further information including the date and reason for refusal or withdrawn status.*

**Section 3: Staffing – tutors, assessors and verifiers to be identified below – CV is a mandatory requirement**

<i>Tutor/Trainers(s)</i>	<i>Relevant Qualification/Training</i>	<i>Employed/Freelance</i>	<i>Current/Past Experience</i>	<i>CV Submitted</i>
				select
				select
				select
				select

<i>Assessor(s)</i>	<i>Relevant Qualification/Training</i>	<i>Employed/Freelance</i>	<i>Current/Past Experience</i>	<i>CV Submitted</i>
				select
				select
				select
				select

<i>Internal Quality Assessor(s)</i>	<i>Relevant Qualification/Training</i>	<i>Employed/Freelance</i>	<i>Current/Past Experience</i>	<i>CV Submitted</i>
				select
				select
				select
				select

Please note – Staff CVs must be current and applicable to the role.

<b>Section 4: Policies and procedures</b> <i>(all documents are a Mandatory requirement to be submitted)</i>			
<i>Document</i>	<i>Submitted</i>	<i>Current Version</i>	<i>Next review date</i>
Appeals	select		enter date
Complaints	select		enter date
Conflicts of interest	select		enter date
Data Protection	select		enter date
Equality and Diversity	select		enter date
Health and safety (including risk management)	select		enter date
Internal Verification/ Internal Quality Assessment	select		enter date
Malpractice and Maladministration	select		enter date
Reasonable adjustments (including special considerations)	select		enter date
Recognition of Prior Learning (RPL)	select		enter date
Public Concern at Work (Whistleblowing)	select		enter date

<i>Insurance</i>	<i>Submitted</i>	<i>Renewal date</i>
Public Liability insurance certificate	select	enter date
Employers Liability insurance certificate	select	enter date

**Mandatory Requirement:** Please submit all supporting documents for review, in PDF format using the online portal or zip/compressed folder attached to the application. Failure to submit the relevant documents will result in a delay/rejection of the centre and qualification approval application.

Section 5: Compliance with regulatory requirements for delivering qualifications*		
<i>The centre must:</i>	<i>Requirements</i>	<i>Compliant ?</i>
Have a single named point of accountability for quality assurance and management of Qualifi qualifications.	Inform Qualifi of any changes to the content of this application form, including changes to contact information, satellite sites, qualifications and workforce.	select
Agree to provide the Qualifi and its qualification regulator, Ofqual, with access to premises, people and records.	Should Qualifi or Ofqual require access to any records, documentation or sites, you must be able to accommodate these requests. Requests will be communicated to you in writing, detailing when, where and what access is required.	select
Have safe and secure storage for assessment records and be able to transmit assessment outcomes to Qualifi in a secure manner.	Your centre will need to keep all learner assessment outcomes in a secure location on site. When transmitting these to Qualifi, these must be done securely (email or recorded first class delivery only).	select
Have the necessary staff, resources and systems to be able to support the delivery and assessment of all Qualifi recognised qualifications.	Your centre will need to ensure that there are adequate staff resources and systems in place to be able to deliver and assess Qualifi qualifications. You must have at least one tutor/assessor and one internal verifier for each scheduled course.	select
Have arrangements in place to allow for recognition of prior learning.	Your centre must establish systems to recognise prior learning and/or experience. Evidence of prior learning must be sufficient, reliable and valid.	select
Have administrative systems in place to track learner progression towards qualification achievement.	Your centre must have administrative systems to track learner progress, including assessment, achievement of learning outcomes and criteria.	select
Have documented roles and responsibilities for staff utilised for the delivery and assessment of Qualifi qualifications.	This must include an overview of the responsibilities for each role, timescales for achievement of any tasks, key performance indicators and accountabilities.	select
Have in place service level agreements in line with the Qualifi Centre Agreement, for those additional sites utilised for the delivery and assessment of Qualifi qualifications.	Should you outsource delivery to another site, you must ensure that a suitable contract is in place between your centre and the site. This should detail specific responsibilities of the site and accountabilities.	select

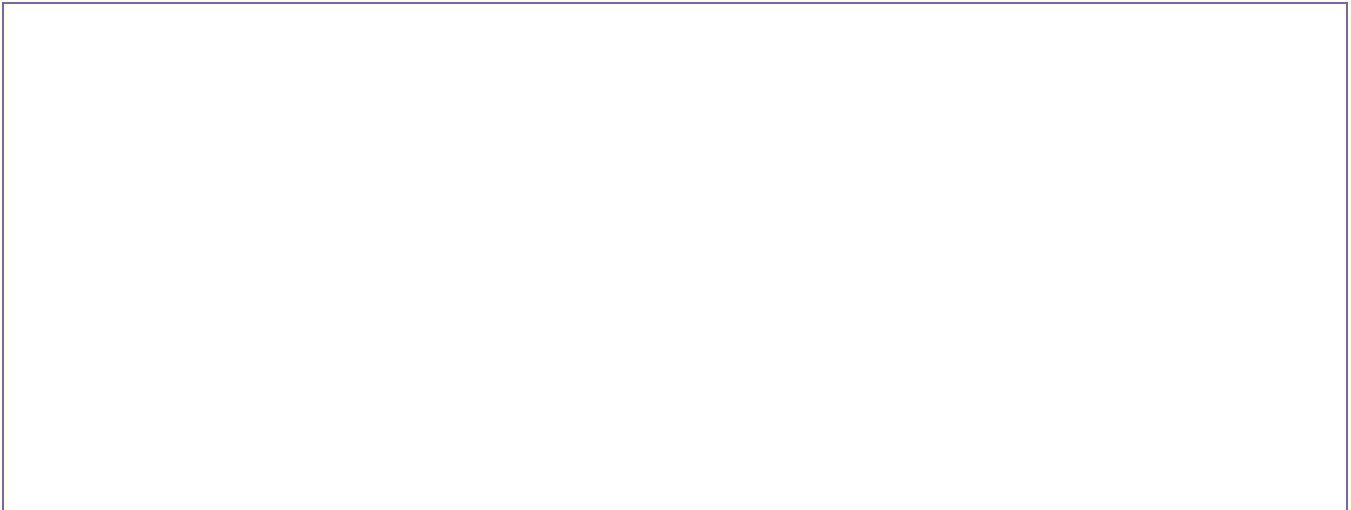


<p>Have carried out a full satellite site approval visit, ensuring sufficient resources, facilities and staffing to delivery and assessment of Qualifi qualifications.</p>	<p>The centre should ensure that resources, facilities and sufficient staffing is in place and that all are fit for purpose. It is the responsibility of the main site to keep accurate and effective records for inspection by Qualifi or Ofqual</p>	<p>select</p>
<p>Meet the requirements of Centre Agreement between the centre and Qualifi, as the Awarding Organisation.</p>	<p>The centre obligations must be read and understood before confirming your compliance with regulatory requirements as outlined in the Centre Agreement. You will be required to sign this document which is legal and binding.</p>	<p>select</p>

**Note to Applicant:** all the relevant information/data identified within the criteria will be reviewed as part of the application process

### Section 5A: Action Plan\*

If you have answered NO to any of the above compliance statements, please submit an action plan of how you intend to meet the criteria. This can be a supplementary attachment to the centre and qualification application. If the applicant has made false statements which will be highlighted in the Qualifi Centre Approval visit this will result in the approval status being suspended with immediate effect and may be withdrawn.



**\*The policies and procedures relating to the regulatory requirements will be further reviewed at the centre approval visit. Failure to demonstrate compliance of these requirements may result in the centre approval status being withdrawn.**

## Section 6: Declaration

I can confirm that this proposed centre, \_\_\_\_\_ meets all of the requirements as set by the Qualifi Awarding Organisation and the information provided within this application is, to the best of my knowledge, correct and current. I understand that any changes to the information contained within this application will be communicated to Qualifi, immediately and that failure to do so could lead to fragmented communication and the possibility of imposed sanctions (see website for a copy of the Qualifi Sanctions Policy).

I can confirm that the staff utilised for the delivery and assessment of Qualifi qualifications are occupationally competent and are appropriately qualified as detailed within the relevant qualification specification.

I confirm that the centre meets the requirements of the UK qualification regulators and the relevant qualification framework, or if not yet meets these requirements, has an action plan in place to address areas for development which has been submitted with this application.

I accept that the Qualifi Awarding Organisation and its UK qualification regulator, Ofqual, reserve the right to view all materials/documents relating to this application and will be provided with access to the premises, people and records upon request. In addition, I confirm that the centre will co-operate with any monitoring activities as and when required. Failure to adhere to these requirements, or to make false statements, will result in possible sanctions, inclusive of suspension and/or withdrawal of Qualifi Approved Centre status.

I accept to pay the centre approval fees, in full, prior to the centre notification status being issued.

You will be required to agree and sign the Qualifi Centre Agreement which is legal and binding.

Key Contact Name	
Signature	
Date	enter date

<i>Payment information</i>	
Application Fee	£650.00 + VAT payable on receipt of invoice
Invoice address	
Purchase order number	

Qualifi is committed to ensuring that any data that you submit is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. This information will not be shared with any third party unless we have prior written approval from you.

*Qualifi Use only*

<b>Application Reviewed by</b>	
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<b>Section Review</b>	<b>Completed YES/NO</b>	<b>Comments/Action</b>		
Centre Information				
Centre Type				
Centre Administrator/Manager Details				
Primary Delivery Site				
Satellite Delivery Site (if applicable)				
Letters of Support/References/AO approved centre certificates				
Qualification Title/Level				
Qualifi Type (Regulated/Endorsed)				
Estimated Number of Registrations		Year 1	Year 2	Year 3
Documents/Information to support qualification delivery				
Staffing/CVs to support management and delivery of qualifications (Tutors/Assessors/QA Verifiers)				
Centre Policies and Procedures				
Compliance Statements				
Further Information included				
Declaration signed and dated				

Recommendations				
Date of Review				