



Centre Approval Report

Centre and Contact Details

Centre Details		Our Contact Details	
Centre Number		External Quality Assurer	
Centre Name		Name	
Centre Address		Email	
		Telephone	
Website			
Satellite address visited (if different from main site)			
Head of Centre			
Name			
Email			
Telephone			
Approval Details			
Date			
Duration			
Approval Type (visit /remote)			
Product Type (regulated / unregulated / both)			
Multi Academy Trust (MAT) details (if applicable)			

Qualification Details		
Qualification Number	Qualification Name	Centre Programme Contact for QA Group

Section 1: Management Systems and Administrative Arrangements

To gain approval to offer our products, you must meet the approval criteria detailed in the tables below. We will review the evidence in support of the approval criteria during the approval review.

For Information: Sections 1-4 are to be graded using the 5 point scale described below. The statements identify the systems/evidence a Centre has in place for the delivery, assessment and internal quality assurance of the product. Any actions identified will be highlighted in Section 5 of the report.	
1 = Excellent (no action required)	4 = Requirements not met (significant action required)
2 = Meets requirements (recommendations identified)	5 = Unsatisfactory (immediate action required)
3 = Discrepancies within tolerance (action required)	N/A = Not Applicable

		1	2	3	4	5	N/A
1.1	The Centre's aims, policies and procedures in relation to the qualification are supported by senior management and understood by the delivery team						
1.2	There are procedures in place to ensure effective communication systems between all levels of staff and in all directions (including placements and staff who work remotely)						
1.3	Staff responsibilities, authorities and accountabilities of the assessment and internal quality assurance team across all assessment sites are clearly defined, allocated and understood						
1.4	Time will be allocated for regular team meetings and standardisation for all staff involved in the teaching, assessment and internal quality assurance of the qualification						
1.5	A staff induction and development process is in place for the assessment and internal quality assurance team						
1.6	There are documented policies or procedures for: <ul style="list-style-type: none"> • Appeals • Centre Contingency and Adverse Effects (to include withdrawal of Provider approval status and protection of the students' interest in the case of such a withdrawal) • Complaints • Conflicts of Interest • Equal Opportunities • Data Protection Policy • Risk Assessment and Health and Safety (incl. Public Liability) • Learner recruitment, registration and certification • Learner Support Policy/Protocol • Malpractice and plagiarism • Safeguarding • Special considerations and reasonable adjustments • RPL Policy incl. Transfer of credits • Withdrawal of learner or qualifications from NCFE • Admissions and/or enrolment 						

1.7	Marketing and advertising of the qualification(s) is clear, accurate and not misleading and, where applicable, complies with our guidelines						
1.8	The Centre has in place a robust registration and certification process and will register learners in a timely fashion to allow for external quality assurance to take place						
1.9	There is a process in place to notify us of any changes in relation to the delivery of the qualification which may affect the Centre's ability to meet our approval criteria						
1.10	Where qualification(s) have been written and developed by the Centre, there is a robust process in place to ensure the content is fit for purpose						
1.11	Learner records and details of achievements will be accurate, kept up to date and securely stored for a minimum of 3 years and will be made available for external quality assurance reviews						
1.12	Feedback will be used to evaluate the quality and effectiveness of qualification provision against the Centre's stated aims and policies, leading to continuous improvement						
1.13	There is a process in place to disseminate any actions identified through EQA reviews						

Management Systems applicable to registered professions only (pharmacy and dentistry)

		1	2	3	4	5	N/A
1.14	<i>You have a Fitness to Practise Policy and Procedure</i>						
1.15	<i>You have a work-based supervising registrant in place for each learner</i>						
1.16	<i>You have a work-based placement procedure</i>						
1.17	<i>You have a formal agreement in place between the learner, centre and employer/work place.</i>						
1.18	<i>You have a procedure for checking and documenting learner vaccination (Dental Nursing only)</i>						
1.19	<i>You have a procedure for checking good character and good health at selection stage (Pharmacy only)</i>						

Observations and feedback regarding Management Systems and Administrative Arrangements

Section 2: Resources

		1	2	3	4	5	N/A
2.1	There are sufficient competent, suitable, and knowledgeable Assessors and Internal Quality Assurers to meet the demand of assessment and internal quality assurance activities and who are appropriately registered with regulators if applicable and in accordance with Qualification Specification.						
2.2	Assessors and Internal Quality Assurers will have sufficient time, resources and authority to perform their roles and responsibilities effectively						
2.3	There will be appropriate continued professional development (CPD) provision for staff involved in the delivery of the qualification and/ or registered profession						
2.4	Equipment and accommodation used for the purposes of assessment comply with the requirements of relevant business legislation and qualification requirements						
Observations and feedback regarding Resources							

Section 3: Delivery and Assessment

		1	2	3	4	5	N/A
3.1	There is a planned programme of delivery and assessment methods available for the qualification which meets our guidelines						
3.2	Information, advice and guidance about qualification/award procedures and practices will be provided to learners and potential learners						
3.3	Learners' development needs will be matched against the requirements of the qualification and an agreed individual assessment plan established						
3.4	Learners will have regular opportunities to review their progress and goals and to revise their assessment plan accordingly to meet their target qualification						
3.5	Assessment methods will be valid and reliable and will allow access to assessment for learners						
3.6	Learners will receive regular verbal and written feedback after assessment						
3.7	Assessment records are in place which will show accurate assessment tracking, progress and achievement						
3.8	Adequate procedures exist to ensure secure and safe storage of current and completed learner assessment records and examination materials						
3.9	There are suitable arrangements to administer exams to ensure compliance with our external assessment regulations						
Observations and feedback regarding Assessment							

Section 4: Internal Quality Assurance

		1	2	3	4	5	N/A
4.1	An appropriate IQA strategy and sampling plan is in place which will be reviewed regularly and corrective measures implemented						
4.2	Suitable arrangements are in place to ensure adequate liaison, consistency and standardisation will take place across all sites including satellite centres						
4.3	Allocation of Assessor responsibilities are clear and will meet the needs of learners and Assessors						
4.4	Assessors will be provided with accurate advice and support to enable them to identify and meet their training and development needs						
4.5	Internal quality assurance procedures and activities are clearly documented, consistent with national requirements and will ensure the quality and consistency of assessment						
4.6	Records of internal quality assurance activity will be maintained in line with our requirements and will be made available						
4.7	Adequate time will be allocated to allow for internal quality assurance duties to take place						

Observations and feedback regarding Internal Quality Assurance

Section 5: Action Plan for Centre

Management Systems		
Mandatory/ Recommendation	Action including report reference:	By Whom & When:
Resources		
Mandatory/ Recommendation	Action including report reference:	By Whom & When:
Assessment		
Mandatory/ Recommendation	Action including report reference:	By Whom & When:
Internal Quality Assurance		
Mandatory/ Recommendation	Action including report reference:	By Whom & When:
Action plan devised and agreed with the Centre? Yes / No / N/A		
<i>Delete as applicable</i>		

Section 6: Action for External Quality Assurer or Head Office

	Action Required	By When
External Quality Assurer		
Head Office		

Can the Centre be approved to offer our product(s)? *Delete as applicable* Yes/ No

If the Centre is not approved, explain the reasons why?

Section 7: Additional Information

Please use the space below for any further comments.

Any additional comments regarding the visit