

CENTRE APPROVAL

Application

QUA-177 June 20 V1

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© Smart Awards Ltd

Beechwood House | Tanners Lane | Berkswell | Coventry | CV7 7DA

T: 02476 421125

E: info@smartawards.co.uk

W: www.smartawards.co.uk

Company Number 9079735 | VAT Number 216 7632 08

CENTRE APPLICATION FORM

PART 1 CENTRE DETAILS

Name of centre			
Address			
Postcode		Telephone No.	
E-mail address		Website address	
Company house registration number			
VAT Number			
ICO Number			
UKRLP number (where this exists)			
List other Awarding Organisations you are approved with			
List membership of any professional/industry bodies			
List any quality assurance systems and/or kite marks operating within your Centre (e.g. ISO standards, Investors in People etc.)			

Centre type - Which category best describes your Centre type (please tick one box only)

- ☐ 01 Community, voluntary aided or controlled secondary comprehensive or middle school
- ☐ 02 Community, voluntary aided or controlled secondary selective school
- ☐ 03 Community, voluntary aided or controlled secondary modern school
- ☐ 04 Foundation secondary comprehensive or middle school
- ☐ 05 Foundation secondary selective school
- ☐ 06 Foundation secondary modern school
- ☐ 07 Independent school
- ☐ 08 FE college/tertiary college
- ☐ 09 Sixth form college
- ☐ 10 Adult Education Centre
- ☐ 11 University or other HE Centre
- ☐ 12 Private Training Centre
- ☐ 13 Local/central government/NHS
- ☐ 14 Voluntary organisation
- ☐ 15 Employer
- ☐ 16 HM prison/youth offenders institution
- ☐ 17 Armed forces
- ☐ 18 Overseas Centre
- ☐ 19 Other

PART 2 WHAT TYPE OF LEARNING PROGRAMMES DO YOU WANT TO DELIVER

Telecommunications	<input type="checkbox"/>
Smart Metering	<input type="checkbox"/>
Highways	<input type="checkbox"/>
Health and Safety	<input type="checkbox"/>
Other	<input type="checkbox"/>
Customised Programmes of Learning	<input type="checkbox"/>

PART 3 QUALITY ASSURANCE

Assessors

I confirm that I understand the requirements for assessors as detailed in the Centre Handbook

- ☐ Appoint assessors to carry out internal assessment that are occupationally competent and either hold, or are working towards, a relevant assessor award
- ☐ Ensure that assessment decisions of unqualified assessors are checked and countersigned
- ☐ Ensure that assessors are fully aware of their responsibilities
- ☐ Provide appropriate training, standardisation and development opportunities and retain records of these

Internal Quality Assurers (IQA)

I confirm that I understand the requirements for Internal Quality Assurers as detailed in the Centre Guidance

- ☐ Appoint an IQA that is occupationally competent and holds a relevant qualification
- ☐ Operate written internal quality assurance/ verification procedures
- ☐ Ensure that IQAs are fully aware of their responsibilities
- ☐ Provide appropriate training, standardisation and development opportunities and retain records of these

Agreement

The Centre agrees that it will:

1. Maintain high standards of personal behavior, integrity, courtesy, and respect for other
2. Assist Smart Awards in carrying out reasonable monitoring activities
3. Assist Smart Awards in any investigations made for the purposes of performing its functions
4. Operate a complaints handling procedure and appeals process for the benefit of learners
5. Operate an appeal handling procedure and appeals process for the benefit of learners
6. Comply with all relevant health and safety legislation and approved codes of practice, taking reasonable care of own and others welfare; assessing and recording risk; ensuring that adequate emergency procedures are in place, that sites and equipment conform to current legislation, that personal protective equipment is appropriate, and that users hold the relevant licences for vehicles used
7. Comply with legislation around equality and diversity, operating an inclusive approach
8. Comply with data protection legislation maintaining the strict confidentiality of personal information
9. Retain a workforce of appropriate size and competence, and make available sufficient managerial and other resources to enable the effective delivery of programmes of learning
10. Ensure that relevant information, advice and guidance is provided to learners
11. Promptly notify Smart Awards of any incidents of malpractice or maladministration
12. Comply with Smart Awards delivery and quality assurance arrangement
13. Ensure that learner information and details of achievements are accurately completed, and retained
14. Agree to external auditing of assessors/internal quality assurers, policies, processes and records associated with Smart Awards programmes of learning
15. Ensure that any sanctions arising from Smart Awards monitoring activities are promptly addressed
16. Comply with any requirements for assessors/ internal quality assurers to continue their professional development including representation at relevant updates/meetings
17. Ensure that relevant information provided by Smart Awards is disseminated to relevant staff
18. Declare any actual or potential conflict of interest to Smart Awards
19. Ensure that the promotion or advertising of Smart Awards programmes of learning is not misleading
20. Take all reasonable steps to comply with requests for information or documents made by Smart Awards as soon as practicable

21. Co-operate fully with Smart Awards in cases where either the Centre withdraws from its role in delivering programmes of learning and take all reasonable steps to protect the interests of learners
22. Settle all valid invoices presented by Smart Awards within the specified payment terms
23. Access must be granted to the regulators (SQA Accreditation) if they choose to audit centres who are approved by Smart Awards for the purposes of performing its functions.

Smart Awards responsibilities

Smart Awards agrees that it will:

1. Maintain high standards of personal behavior, integrity, courtesy, and respect for others
2. Specify the requirements with which the Centre must meet in order to deliver Smart Awards programmes of learning
3. Develop programmes of learning that are fit for purpose and meet the needs of the sectors that it serves
4. Keep the content of its programmes of learning current, relevant and inclusive
5. Listen to and act upon feedback from Centres and users of programmes of learning to ensure that its programmes of learning remain valid
6. Work with centres to ensure that quality standards are met and maintained
7. Provide the Centre, upon request, with guidance on how to best prevent, investigate and deal with malpractice or maladministration
8. Seek to remain competitive in the programmes of learning market, and in the event of changes to fees to provide fair notice to Centres
9. Make available to the Centre a sanctions policy to be applied in the event that the Centre fails to comply with these requirements
10. Provide reasonable support, advice and guidance to centres with regards to Smart Awards programmes of learning
11. Detail the process to be followed in any withdrawal of the Centre from the delivery of Smart Awards programmes of learning
12. Take all reasonable steps to protect the interests of Learners where the Centre withdraws from the delivery of programmes of learning
13. Provide information to users of programmes of learning regarding:
 - making a complaint
 - making an appeal
 - malpractice and maladministration
 - arrangements for making reasonable adjustments
 - potential conflict of interest
 - expected dates or timescales for the issue of results
 - quality assurance arrangements including monitoring activities
 - invoicing
14. Monitor its service to seek to ensure that targets are met
15. Not disclose information if to do so would breach a duty of confidentiality or any other legal duty

PART 4: POLICIES DOCUMENTS

Check list of documents that your EQA will be checking as part of the onsite approval – please tick to confirm you have these documents in place

Smart Awards need to check that your centre is working with us to ensure compliance and will need to see some documents that outline your centre practice, these include:

Organisation Chart	<input type="checkbox"/>	Appeals Policy	<input type="checkbox"/>
Health and Safety Policy	<input type="checkbox"/>	Malpractice and Maladministration Policy	<input type="checkbox"/>
Data Protection Policy	<input type="checkbox"/>	Safeguarding Policy	<input type="checkbox"/>
Equal Opportunities Policy	<input type="checkbox"/>	Centre Withdrawal Policy	<input type="checkbox"/>
Complaints Policy	<input type="checkbox"/>	Quality Policy	<input type="checkbox"/>
Conflicts of Interest Policy	<input type="checkbox"/>	Reasonable Adjustment Policy	<input type="checkbox"/>
Staff CV and CPD records	<input type="checkbox"/>	Training needs analysis (TNA) – Skills Scan	<input type="checkbox"/>
Staff induction handbook	<input type="checkbox"/>	Standardisation records	<input type="checkbox"/>
Records of remote or satellite sites	<input type="checkbox"/>	IQA sampling plan	<input type="checkbox"/>

ASSESSOR APPLICATION FORM

Centres must complete the assessor application for each assessor they intend to use as part of the centre application.

To ensure consistently high standards around delivery and assessment, Smart Awards sets minimum criteria that Assessors must meet and maintain. Assessors must be registered and approved with Smart Awards and have sufficient skills and occupational knowledge to be able to make valid judgements about the competence of learners they assess. This may be illustrated by the assessor having achieved the standard themselves and/or hold current recognised cards/certificates. Assessor applications are checked against the criteria set by Smart Awards.

Assessor skills and experience

Assessors must:

- Be occupationally competent in the occupational areas they are assessing. They should have sufficient and relevant technical competence in the unit, at or above the level of the unit being assessed
- Hold or are working towards a suitable assessor qualification to confirm they understand assessment and how to assess learners (TAQA Level 3 Certificate in Assessing Vocational Achievement or D32, D33, A1 or A2).
- Those working toward a suitable assessor qualification must successfully complete the units within 18 months of the date they were approved by Smart Awards
- Be fully familiar with the unit(s) against which the assessments are to be undertaken
- Maintain continuous professional development (CPD)

Assessor Criteria

Industry experience	CV/relevant correspondence of experience gained in industry. CV should emphasise experience within the industry plus any relevant information such as; previous courses delivered, list of courses attended, practical assessments/demonstrations carried out, references from reputable establishments.
Technical qualifications & associated licences	Copies of technical/operator certificates and licences.
Health and safety	Assessors should have a working knowledge of health & safety. It is desirable that some formal training has been achieved but it is not essential.
First aid	Desirable but not essential. Copies of certificates from other comparable qualification/training courses considered
Assessor qualifications	Copies of assessor qualification certificates

Assessors will not be approved to deliver Smart Awards products until the full application process is complete.

ASSESSOR NAMES		Attach assessor CVs with the application and copies of certificates for technical and assessor qualifications.	
1	Assessor		
2	Assessor		
3	Assessor		
4	Assessor		
5	Assessor		
6	Assessor		
7	Assessor		
8	Assessor		
9	Assessor		
10	Assessor		

1	Assessors must meet Smart Awards pre-application requirements	Confirm with tick
1.1	Be occupationally competent in the occupational areas they are assessing	
1.2	Hold appropriate technical/operator certificates and licenses (at the level or above)	
1.3	Hold or working towards a suitable assessor qualification	
1.4	Hold appropriate insurance cover	
1.5	Hold current Emergency First Aid at Work (EFAW) Qualification	
1.6	Hold Health & Safety recognised training /qualification (or) relevant experience	
2	Assessors should at all times adopt the highest degree of professionalism when assessing	
2.1	Maintain high standards of personal behaviour, integrity, and respect for others	
2.2	Maintain the strict confidentiality of personal information	
2.3	Openly disclose any conflicts of interest	
3	Assessors will seek to adopt the highest level of professional standards in their work	
3.1	Engage in actively seeking to update knowledge and improve professional skills	
3.2	Maintain Continuous Professional Development (CPD)	
4	Assessors must provide a safe and healthy assessment environment	
4.1	Take reasonable care of own and other people's welfare, health and safety	
4.2	Assess any significant risks prior to commencing any assessment activities	
4.3	Ensure that an adequate risk assessment is carried out and records are kept	
4.4	Ensure adequate emergency procedures are in place before assessment commences	
4.5	Ensure the assessment site and all equipment conforms to current legal requirements	
4.6	Ensures no learner undertakes activity beyond his/her physical ability and aptitude	
4.7	Maintain a level of physical fitness appropriate to the skills being assessed	
4.8	Conform to PPE appropriate to the skills being assessed	
4.9	Comply and keep up to date with Health and Safety legislation	
<p>I declare that the information contained in this application is correct and current, and that I am authorised to make this application and agree to accept Smart Awards terms and conditions.</p>		
DECLARATION		
<p>By submitting your personal information, you consent to Smart Awards processing your personal information in accordance with our data protection policy. All information that you provide will be used only for the purpose intended.</p>		
<p>Centre Agreement and Declaration</p> <p>I declare that the information contained in this application is correct and current, and that I am authorised to make this application to be registered as a recognised approved centre with Smart Awards. I agree to accept Smart Awards terms and conditions.</p> <p>I understand that this is a legally enforceable agreement between the Centre and Smart Awards. I accept that if the Centre defaults on the commitments made in this application it may lead to the removal of approval for the delivery of Smart Awards products. I declare that I am authorised by the Centre to sign this agreement.</p> <p>I understand that Smart Awards reserves the right to seek further verification of the evidence and understand that any inconsistencies and suspected deception may result in the withdrawal of the application.</p> <p>The parties hereto have caused this Agreement to be executed on the 'Date of Agreement' specified below. I agree to act in accordance with the requirements specified in this agreement:</p>		
<p>I/We <i>do not</i> want our details to be used in any promotional manner</p>		<input type="checkbox"/>

Parties to the Agreement Party A: Smart Awards	Name:
	Position:
	Signature:
Parties to the Agreement Party B:	Name:
	Position:
	Signature:
<p>Duration of Agreement This agreement applies in accordance with the dates shown below unless terminated by either party in line with the termination clause at the end of this document.</p> <p>Termination This agreement can be terminated by either party, in writing with at least one months' notice. Note that compliance with quality assurance requirements continue to apply until all learners have been certificated.</p>	
Date:	