

# GQA Qualifications Ltd

## Centre Approval Pre Application Form

### PART A – Centre details

#### Section one: Name and contact details

Organisation name	
Address	
Post Code	Tel: Fax Email

The single named point of accountability for the overall quality assurance, management and administration of qualifications linked to this application will be:

Print name		Signature		Date	
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#### Section two: organisation pedigree

How long has the organisation been in business?
What is the main business activity of the organisation?
Is the organisation approved by any other nationally approved awarding body/bodies? (Specify yes/no – name any relevant body/bodies and the nature of approval, e.g. for NVQs, SVQs, educational vocational qualifications, e-tests, etc)
Has the organisation ever had a previous application for GQA approval refused or GQA approved status withdrawn? (Specify yes/no – if yes, provide details and rationale)

#### Section three: Team details (continue on separate sheet if necessary or provide separate document)

Please indicate the members of the organisation with responsibilities for the qualification delivery relevant to this application. CV's and copies of relevant certificates are required. ***Please note the Guide to GQA Qualifications contains guidance on assessment team competence and qualification requirements***

Centre Role	Full name	Location	Role within the Centre- Assessor / IV/Centre Coordinator	National Award Status (copy certs are required)

**Section four – Qualification details (continue on separate sheet if necessary or provide separate document)**

Please detail the qualifications you will be seeking approval to offer

Qualification title	Level	Anticipated date of first delivery	Anticipated numbers per year

Will you be looking to offer Functional Skills? (Delete as appropriate)	Through GQA	Through another AO	Not at this time
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In preparation for your Approval visit please ensure the centre:

	Yes	No			
1 Has begun to compile Centre File, including EO Policy, Health and Safety Policy and CVs of the Centre team and relevant persons have read the Guide to GQA Qualifications.					
Comments:					
2. Has appropriate plans for delivery of qualifications including Risk Assessments and necessary resources					
Comments:					
3. Has identified appropriately competent individuals responsible for the assessment and internal quality assurance of qualification delivery in line with the information in Appendix C in the Guide to GQA Qualifications provided					
Comments:					
4. Has begun to compile reflective CPD records for all involved in assessment and internal quality assurance					
Comments:					
5. Has an Appeals Procedure that allows any appeal to be escalated to the Awarding Organisation and the Regulatory Authorities					
Comments:					
6 Has secure arrangements for storage of candidate details and achievements					
Comments:					
7 Is aware of GQA's decision to retain the 10 week rule					
Comments:					
8 Has the resources to support the accumulation and transfer of credits and the recognition of prior learning (RPL)					
Comments:					
9. Has arrangements in place to obtain, where required, on behalf of learners, a unique learner number (ULN) or Scottish Candidate Number (SCN) and a learner record					
Comments:					
10 Is aware of the GQA price structure.					
Comments:					
The signatory below, as a senior authorised representative of the centre, can confirm that all information provided is accurate and complete and understand that it may be used as part of any decision on Centre approval. I also understand the full Approval process will require more detailed information to be provided.					
Signature		Print name		Date	