**ITEC Application for**

**Additional Qualification/**

**Staff Approval**

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**APPLICATION FOR ADDITIONAL**

**QUALIFICATION/STAFF APPROVAL**

PART 1: CENTRE REGISTRATION 1.1

Centre Details

|  |  |
| --- | --- |
| Centre Number: (ITEC use only) |  |
| Centre Name: |  |
| Centre Address: (for correspondence) | Address: |
| Postcode: |
| County: |
| Country: |
| Telephone Number: |  |
| Centre Fax Number: |  |
| Centre Web Address: | Name: Position: Email: Phone: |
| Name of the person with day to day responsibility for the ITEC qualification(s): |  |

PART 2: QUALIFICATION DETAILS

2.1 Programme Provision

Please identify the qualifications for which you wish to be approved to offer as part of this application:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Level** | **Qualification** | **Ref.** | | **Estimated**  **Number of Learners in Year 1** | **Estimated**  **Number of Learners in Year 2** | **Estimated Number of Learners**  **in Year 3** |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| Please provide copies of relevant Lecturers’, IV’s and  Assessors CV’s and Certificates | | |  | | | |
| Please provide copies of relevant Schemes of Work or confirm that you will follow ITEC’s Schemes of Work | | |  | | | |
| Please provide a brief summary of why you would like to offer our qualification(s) (we use these responses to continuously improve our services) | | |  | | | |
| To help us provide tailored on-going support please give a brief outline of some of the support and guidance you hope to receive from ITEC (we use these responses to continuously improve our services) | | |  | | | |
| Please provide details of any other awarding organisation you are recognised and approved to offer qualifications by  (including the title of the qualifications) | | |  | | | |
| Provide details, and current status, of any sanction(s)/restriction(s) imposed by any other awarding organisation within the last 18 months (noting that any misleading information may impact on your approval status) | | |  | | | |

Has your Centre been refused recognition or qualification approval by another awarding organisation within the last 18 months for any qualification (if so, please provide details)?

2.2 Partnership Details

Please provide details of any partnerships you intend to use to deliver the qualification(s) you are seeking approval for. In doing so please provide clear details on the roles and responsibilities of each partner organisation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation**  **Name** | **Partner Role** | **Partner**  **Responsibility** | **Main Contact** | **Address** |
|  |  |  |  |  |
|  |  |  |  |  |

PART 3: STAFF RESOURCES

To offer ITEC qualifications, Centres are required to have staff that have relevant subject experience

(practical and/or teaching) and/or relevant qualifications at the level above the qualification(s) you are seeking approval.

Therefore, please list the key staff you intend to use in the delivery, assessment and/or quality assurance of the qualification(s) listed in this application and attach their CV.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role (if Lecturer – specify subject)** | **Tick to indicate CV is attached** |
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Please initial each row to declare that your Centre:

|  |  |
| --- | --- |
|  | Will retain staff of appropriate size, competence, experience and track record to undertake the delivery of the qualification - this includes taking reasonable steps to ensure their competence where this is required for the assessment of specific qualifications |
|  | Ensure that it has available sufficient managerial and other resources to enable it effectively and efficiently to undertake the delivery of the qualification as required by ITEC |
|  | Will undertake to provide staff with appropriate inductions and professional development  (including a development plan) to ensure staff can maintain their expertise and competence for the above-named qualification(s) |
|  | Will ensure that staff involved with a qualification will fully understand the relevant qualification specification(s) provided by ITEC, and will comply with its provisions |
|  | Will ensure that assessments are not undertaken by any person who has a personal interest in the result of the assessment (e.g. Internal Verifiers signing off their own assessments; someone assessing the work of a family member; or someone whose pay is unduly influenced by positive assessment results) |
|  | Use buildings that provide access for Learners for assessment purposes, in accordance with relevant equalities legislation |
|  | Ensure that the appropriate range of relevant and current equipment required to deliver and assess the qualification are available in accordance with the associated qualification specification(s) and that these are reasonably maintained |
|  | Has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of ITEC’s qualifications |

PART 4: QUALIFICATION DELIVERY

Please initial each row to declare that your Centre:

|  |  |
| --- | --- |
|  | Will have appropriate arrangements and agreements in place with any third parties who provide goods or services to the Centre which contribute to the delivery and/or assessment of the qualification(s) |
|  | Will take all reasonable steps to prevent the loss, theft of, or breach of confidentiality in, assessment materials and should such an incident occur then the Centre must immediately inform ITEC |
|  | Will ensure the security of any examination/assessment material in respect of storage and the handling process in line with the requirements of ITEC |
|  | Take all reasonable steps to prevent incidents of Malpractice or Maladministration from occurring |
|  | Take all reasonable steps to investigate any suspected incidents of Malpractice or  Maladministration and rectify any negative impact of these incidents |
|  | Will promptly notify ITEC of any incidents of Malpractice or maladministration in line with the requirements of ITEC’s Malpractice/Maladministration policy |
|  | Will provide access to documents, records, data, staff, third parties, sub-contractors, Learners, Satellite Centres or any other resource required by ITEC and/or the Regulatory Authorities during an investigation of Centre of Malpractice or Maladministration |
|  | Will develop a full action plan for managing and rectifying the negative impact caused by any incident of Malpractice or Maladministration, and which may include taking and proportionate action to ensure it does not recur in the future – and that such action plans will be made available to ITEC upon request |
|  | Will regularly review your internal procedures for preventing and investigating incidents of Malpractice or Maladministration and make any improvements necessary to ensure they remain relevant and fit for purpose |
|  | Agrees to undertake assessments in accordance with any requirements outlined in the associated qualification specification (e.g. specific conditions for certain assessment methods such as exams) and in doing so will take account of all admissible evidence generated by each Learner |
|  | Will have in place effective arrangements to ensure that, as far as possible, the criteria against which Learners’ performance will be assessed/differentiated are understood by Assessors and accurately applied consistently by Assessors regardless of the identity of the Learner |

Agrees to notify ITEC in advance, and seek our approval, if it wishes to deliver, or assess an ITEC

qualification in another language other than English

PART 5: OVERARCHING DECLARATIONS

Please read, initial the boxes and sign below. This declaration must be signed by an authorised signatory in his/her own name for and on behalf of the Centre

Please initial each row to declare that your Centre:

|  |  |
| --- | --- |
|  | Has effective communications arrangements in place to ensure that your Learners and staff are fully informed of the requirements associated with ITEC’s qualifications |
|  | Will not make any use of ITEC’s trademarks, trade names, logos or other insignia except as expressly agreed in writing with ITEC and in accordance with all of ITEC’s written instructions from time to time |
|  | Will not make any statements, advertisements or promotions in relation to our qualifications that are likely to mislead Learners and other users of the qualifications |
|  | Agrees to notify ITEC if your Centre wishes to withdraw from offering an approved ITEC qualification in accordance with our qualification withdrawal process and/or is unable to continue to offer approved ITEC qualifications |
|  | Will co-operate fully with ITEC in cases where either the Centre or ITEC decides it needs to withdraw the Centre from its role in delivering a qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application by ITEC of sanctions (in accordance with our sanctions policy) |
|  | Will take all reasonable steps to protect the interests of Learners in the case of a withdrawal of an ITEC qualification from the Centre (e.g. will make best endeavours to find alternative Centres for any current registered Learners in order for them to complete the qualification and/or seek certification from ITEC for any achievements that Learners may have obtained to date) |
|  | Will assist ITEC in carrying out any reasonable monitoring and moderation activities and visits to your Centre and to assist the regulatory authorities should they carry out any investigations/monitoring activities in relation to the delivery of regulated qualifications or ITEC activities |
|  | Will work in line with any instruction issued by ITEC to change the marking of evidence generated by a Learner during an assessment |

|  |  |
| --- | --- |
|  | Accepts that if your Centre is in breach of reasonable requirements specified by ITEC and/or associated regulatory criteria that sanctions may be imposed in accordance with the ITEC sanctions policy |
|  | Will promptly notify ITEC when it has cause to believe there has, or is likely to be, a major non- compliance with our documented procedures and requirements and/or associated regulatory requirements |
|  | Agrees and understands that if this application is accepted it will form the contract between the Centre and ITEC and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of our Centre |
|  | Agrees that if ITEC terminates the approval, giving notice in writing, that we shall immediately cease providing the qualifications (to which this approval relates) and all courses related thereto |
|  | Agrees to promptly inform ITEC of any material changes to the information given in this application. If you fail to do so, ITEC reserve the right to terminate your approval by written notice to you, effective from the date stated in that notice |
|  | To the best of your knowledge (having made all due and careful enquiry) that there is no information, that if disclosed might reasonably be expected to affect ITEC’s decision to approve the Centre |

I declare that I am authorised by the above Centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge

Signed:........................................................................................ Date:.......................................... Name:.......................................................................................

Job title:.......................................................................................

Once complete please email this form as an attachment to: [**centreregistration@itecworld.co.uk**](mailto:centreregistration@itecworld.co.uk)