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# Application form for Centre and Qualification Approval

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## Centre and qualification approval application form for CIOL Qualifications (CIOLQ)

Thank you for your interest in becoming a CIOL Qualifications Approved Centre. Please use this form to request approval for CIOL Qualifications.

Please ensure you read the guidance notes before completing this form as you may need to complete appendices and/or provide supporting documentation depending on the qualifications for which you are requesting approval.

Before completing this application for Centre Approval we advise that you read and agree to our Centre Agreement contract.

### Approval fees

Applications and learner registration fees are charged as detailed in CIOLQ's [Invoicing, Fees and Billing Policy](#).

Type	Application fee
Full Centre Approval UK	£350
Full Centre Approval International	£450
Qualification Approval (per qualification)	£150
Annual Centre Renewal fee	£150

The initial application fee for new centres includes the cost of an approval visit and any associated travel costs in the UK but additional costs will be calculated for overseas approval visits.

### The approval process

On receipt of your completed application we will verify that it is complete and reserve the right to conduct a financial check. If these checks are without issue we will continue with your application.

Download the form and complete all sections online, giving your details as you want them to appear in CIOLQ records. Complete as follows:

If you are entirely new to CIOLQ and are applying for 1st time Centre Approval and Qualification Approval	<ul style="list-style-type: none"> <li>• Sections A, B, C and D</li> <li>• Appendix A if you are requesting approval for approved qualifications.</li> </ul>
If you are an existing centre for CIOLQ approved qualifications, have qualification approval but wish to add further approved qualifications	<ul style="list-style-type: none"> <li>• Sections A, C and D</li> <li>• Appendix B</li> </ul>

Please read the following conditions which apply to this approval request, before you complete this form:

- If we decide that your organisation requires a quality and operations inspection visit prior to approval being granted we will inform you. If you are an International Centre you will be required to pay for additional overseas approval visit fee(s), which will be communicated to you and invoiced to your account.
- Your Centre Approval and Qualification Approval will be automatically suspended if there is no activity within 2 years of approval being granted and you may have to apply again.
- Failure to provide accurate information may result in any approval relating to this application being withdrawn.
- We will temporarily withdraw your centre from offering our qualifications if you fail to return your Annual Centre Renewal.
- If you are a company, sole trader or partnership, we reserve the right to verify your credit rating.
- Additional quality visits where a risk or potential risk has been identified will be chargeable to the centre.

## Section A – Centre details

For completion by the Head of Centre who we will contact regarding any queries with this application.

Centre Name	Centre No. (if already approved as a centre)
Centre Address	
Postcode	
Telephone	
Main centre email address (general enquiries)	
Name and email address of Head of Centre (including title and initials)	
Name and email address of the course lead (including job title)	
Name and email address of Exams Officer/Manager	

## Head office organisation details

If your centre is part of a larger chain or a franchise, please provide the name and address of the head office organisation responsible for all operations and quality assurance:

Name
Address

## Section B – Your organisation

### Type of Centre (tick as appropriate)

FE College	<input type="checkbox"/>
Private Training Provider/Language School	<input type="checkbox"/>
Employer Provider	<input type="checkbox"/>
Adult Education Centre	<input type="checkbox"/>
Higher Education Institution	<input type="checkbox"/>
Secondary School	<input type="checkbox"/>
Prison Service	<input type="checkbox"/>
Services Education	<input type="checkbox"/>
Exam centre	<input type="checkbox"/>

### Other approvals

If you are currently an Approved Centre for other Awarding Organisations please provide date that you gained approval and indicate which.

Pearson	<input type="checkbox"/>
City and Guilds	<input type="checkbox"/>
AQA	<input type="checkbox"/>
NCFE	<input type="checkbox"/>
WJEC	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>

## Satellite centres and sub-contractor/partnership arrangements

Do you manage or partner with satellite centres, sub-contractors or partners that are offering our qualifications?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Number of satellites/sub-contractors/partner centres

Please provide a summary of the working relationship that you have with your satellite centres/partners.

Please provide details of your satellite/sub-contractor/partners, adding any additional information in a Word document to be submitted along with your application.

Site name	
Site address	
Main contact name	
Site main contact email address	
Main contact direct telephone number and dialing code	
Job title and position	
Site web url	
How are you satisfied that this site has the required resources, assessment and quality assurance experience to offer CIOLQ qualifications?	

## Rationale

Please provide a rationale for your application, including any market research and indication of learner uptake on qualifications.

## Withdrawal/refusal of Centre Approval

Please provide detail if you have ever had any previous application for centre approval refused or withdrawn by an Awarding Organisation or regulated Professional Body, or if you currently have any outstanding issues of non-compliance/malpractice; include the precise nature of these issues including dates.

## Systems

Do you currently use an e-portfolio system?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If so, please provide details

Do you have the technological capacity to deliver online learning and assessment?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If so, please provide details (include IT equipment, software, hardware, number of rooms and number of computers in each)

If you have delivered online learning and assessment previously, please provide the name/s of the providers

## Section C – Qualifications

Please state here the qualification/s you wish to deliver. Ensure you have referred to the guidance notes to determine if any other information, supporting documentation or fees are required as part of your application.

Please take care to ensure that the correct qualification details are used. For a full list of the qualification types, titles and codes please refer to the Register of Qualifications <https://register.ofqual.gov.uk>

Qualification code	Qualification title and level	Languages that you wish to offer	Proposed start date	Average number of candidates per annum

Please provide information on your mode of delivery/assessment. E.g. blended, distance, preparation course, online, and explain the resources that you have in place to support this.

Please provide information on the current sectors that you currently deliver qualifications in

Qualification sector	Please tick
Retail and commercial enterprise	
Leisure, travel and tourism	
ICT	
Engineering and manufacturing	
Science and Maths	
Health, public services and care	
Languages and literature	
Construction and the built environment	
Service industries	



## Appendix A – criteria for new applications for full centre approval

Complete this Appendix if you are applying for approval to become an approved Centre and offer approved qualifications for the first time with CIOLQ. Please note that you must be able to provide supporting evidence for all of the criteria detailed in order to gain approval.

Criteria	CIOLQ Centre Ref	Included with this form?	If not included, please specify when the supporting evidence will be provided
Organisational chart or similar, that shows clear operational management, roles and responsibilities across the qualification			
Internal quality assurance policy and procedures including standardisation practices			
Data protection arrangements that demonstrates fair processing and procedures for the secure retention of learner registration and achievement			
Procedures for managing requests for reasonable adjustment and special consideration			
Procedures for managing requests for recognition of prior learning			
Appeals policy and procedure			
Complaints policy and procedure			
Equal opportunity policy			
Health and safety policy			
Conflict of interest policy, procedure and record			
Malpractice and maladministration policy and procedure			
Annual course evaluation and monitoring, including self-evaluation			
Learner identification check procedure and process			

Contingency plan to protect learner interests in the event of circumstances outside of your control, (such as fire, flood, examination cancellation, and/or centre withdrawal)			
Fair assessment policy			
Internal quality assurance policy and process			
Invigilation policy to include details on annual training of invigilators			
External exams procedures (to include for online exams)			
Details of the equipment and accommodation available to deliver our qualification/s			

## Appendix B – Criteria for existing centre to add additional qualifications

Complete this Appendix if you are already approved by CIOLQ as a Centre and wish to apply for approval to offer additional qualifications.

Qualification code	Qualification title and level	Languages that you wish to offer	Proposed start date	Average number of candidates per annum

Confirm that you still have the resources, staffing experience and internal operations to deliver this qualification?

Yes	<input type="checkbox"/>
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Has anything changed within your organisation since the previous application or Annual Centre Renewal? If so, please detail.

## SECTION D – Declaration

**This section must to be signed by the Head of Centre, Principal or Chief Executive.**

I confirm that I am the Head of Centre/Principal/Chief Executive and will be responsible and have accountability for the quality assurance, operational management and compliance with regulatory requirements and related instructions/criteria issued by CIOLQ for the qualifications for which we are requesting approval.

**I confirm that this organisation as defined in section A:**

- has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of CIOLQ's qualifications
- will use buildings/facilities for assessment purposes that permit access for all candidates in accordance with the relevant legislation
- will use staff or contractors who have the necessary competence in the subject matter of the qualifications, assessment procedures and languages used for assessment
- will adhere to CIOLQ's Terms of Business and Copyright
- will operate in accordance with the qualifications Regulations
- where appropriate will operate in accordance with:
  - o JCQ's 'Instructions for conducting examinations' which can be found at [www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)
- will ensure that candidates have provided valid proof of identity and are eligible to study in the UK
- has the systems and controls in place to ensure consistency of:
  - o the standards and the security of assessments and assessment records
  - o the tracking of learner progress and transmission of assessment outcomes
  - o the recording of accumulation and transfer of credits and exemptions
  - o has policies and practice that support equality of opportunity

- will provide CIOLQ and/or the regulatory authorities with access to premises, people and records
- will co-operate with CIOLQ's monitoring activities
- will support candidates in the event of our centre closing
- has systems for candidates appealing against internal assessment decisions
- has quality assurance and management processes that apply across all satellite sites
- has arrangements in place, where required:
  - o to obtain on behalf of its learners, a unique learner number (ULN) and a learner record
  - o to use the record of the learner's previous achievements in the learner record to ensure that opportunities for credit transfer and exemption if relevant to the specification providing learner consent has been provided
- where a partnership or satellite arrangements exists the respective roles and responsibilities are documented and made available to CIOLQ

I confirm that all information supplied to CIOLQ in connection with this application is true, complete and accurate and that I am authorised to make this application to be registered as a Centre with CIOL Qualifications.

I understand and accept that CIOLQ reserves the right to withdraw approval from the Centre in the event of failure to comply with the conditions of the Centre Approval.

#### Signature of Head of Centre/Principal/Chief Executive

Please print names in CAPITALS

Job Title

Date

**Please save this completed form to you files and return with any attachments to: [qualifications@ciol.org.uk](mailto:qualifications@ciol.org.uk)**