

Centre Application and Agreement

Doc ref QUA 177-1.0
 Date of issue 01/03/2016
 Review date 01/03/2017



This application and agreement is for the purpose of specifying the roles and responsibilities of a Centre in delivering Smart Awards programmes of learning.

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)

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

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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 verifiers 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 appeals 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

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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

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: APPLICATION DECLARATION

Check list of documents to be included with the centre approval application

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"/>

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.

Centre Agreement and Declaration
 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.

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<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 programmes of learning. I declare that I am authorised by the Centre to sign this agreement. 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 do not want our details to be used in any promotional manner <input type="checkbox"/></p>	
<p>Parties to the Agreement</p> <p>Party A: Smart Awards</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Signature: _____</p>
<p>Parties to the Agreement</p> <p>Party B:</p>	<p>Name: _____</p> <p>Position: _____</p> <p>Signature: _____</p>
<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>	
<p>Start date:</p>	<p>_____</p>
<p>End date:</p>	<p>_____</p>

Please sign two copies and return one to Smart Awards, keeping the other for your records