



Centre Approval Application Form

SafeCert Awards Ltd
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Version 1.2

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CENTRE APPROVAL APPLICATION FORM

For

Centres wishing to offer SafeCert qualifications

Introduction

All sections of the form must be completed and returned to SafeCert Awards Ltd with the required documentation before an application will be considered. You may contact us to discuss any issues about which you have concerns prior to submitting your completed application.

Once all documentation is received we will start the process of reviewing the information provided. If the documentation and information meets the requirements your application will move to the next stage.

An External Quality Assessor (EQA) will be appointed to visit your centre. A date will be arranged between your centre and the EQA. The purpose of this visit is to ensure that your centre has the appropriate staff, policies and procedures to deliver the qualifications for which it is seeking approval to offer.

There are three possible outcomes from the review and centre visit

1. The centre will be approved
2. The centre will be approved with action development actions
3. The centre will not be approved

You will be advised of the outcome within ten working days of the centre visit. Our address and contact details are included at the end of this document.

Regards

General Manager

Part 1: Applicant Organisation

1.1 Contact Details

Centre Number <i>(SafeCert Use)</i>	
Name of Applicant Organisation	
Address (for correspondence)	
	County:
	Postcode:
Main / Billing Address: (if different to one above)	
	County:
	Postcode:
Telephone Number:	
Centre Fax Number:	
Centre Web Address:	
Centre Email Address:	
Company Registration Number:	
Name of the Principal or Head: (including title)	
Name of the Examinations officer: (including title)	
Have you been refused approved centre status in past 5 years?	Yes / No If Yes please provide details:
Do you have current approval from any other awarding body? (Please list which awards you are approved to offer)	Awarding Body name: Approved awards:

1.2 Type of organisation

1.2.1 Please tick the relevant box(es) below that describes your organisation:

<input type="checkbox"/>	School (State maintained)	<input type="checkbox"/>	Local Authority	<input type="checkbox"/>	Training Provider (Public)
<input type="checkbox"/>	School (Independent)	<input type="checkbox"/>	Central Government	<input type="checkbox"/>	Training Provider (Trust / Charity)
<input type="checkbox"/>	Sixth Form College	<input type="checkbox"/>	HM Forces	<input type="checkbox"/>	Other (please specify):
<input type="checkbox"/>	College of Further Education	<input type="checkbox"/>	Employer (In-house training)	<input type="checkbox"/>	
<input type="checkbox"/>	Higher Education Institution	<input type="checkbox"/>	Training Provider (Private)	<input type="checkbox"/>	

1.2.2 Please provide brief details of your organisational structure relating to qualification delivery; this should include your organisational chart.

Please attach organisational chart if preferred.

Part 2: Qualification Specific Details

2.1 Qualification Details - 2.2 Qualification Provision:

Please identify (✓) the qualifications for which your organisation is seeking approval:

RQF accredited award (Previously the QCF)	RQF Level	Tick ✓ to Confirm
First Aid at Work	3	
Emergency First Aid	2	
Outdoor First Aid	3	
Outdoor Emergency First Aid	3	
Basic Life Support and Safe Use of an Automated External Defibrillator	2	
Oxygen Administration	3	
Management of Anaphylaxis	3	
Emergency Paediatric First Aid	2	
Paediatric First Aid	3	
Conflict Resolution and Personal Safety	2	
Health and Safety Awareness	1	
Health and Safety in the Workplace	2	
Supervising Health and Safety	3	
Fire Safety Awareness	1	
Fire Safety	2	
Risk Assessment	2	
Principles of COSHH	2	

RCF accredited award (Previously the QCF)	RQF Level	Tick ✓ to Confirm
Food Safety in Catering	2	
Food Safety in Retail	2	
Food Safety in Manufacturing	2	
Manual Handling		
Safer Moving and Handling of People	2	
Prevention and Control of Infection	2	
Safeguarding of Children	2	
Awareness of Dementia	2	
Supervising Food Safety in Catering	3	
Understanding the Safe Handling and Administration of Medication	2	
Delivery of Conflict Management	3	
Education and Training Award	3	
TAQA Assessor Awards	3	
IQA Quality Assurance Awards	3	
NVQ Certificate in Health and Safety	3	
EQA Verifier Awards (Only available to those linked to awarding body)	5	

SQA accredited award (Scotland) (Can be provided in England, Wales and Northern Ireland but will not attract funding)	SCQF Level	Tick ✓ to Confirm
First Aid at Work	6	
Emergency First Aid	5	
Activity First Aid	5	
Basic Life Support and Safe Use of an Automated External Defibrillator	5	
Emergency Paediatric First Aid	6	
Paediatric First Aid	6	
Oxygen Administration	6	
Management of Anaphylaxis	5	

SQA accredited award (Scotland) (Can be provided in England, Wales and Northern Ireland but will not attract funding)	SCQF Level	Tick ✓ to Confirm
Food Safety in Catering	5	
Manual Handling Principles and Practices	5	
Induction to Safe Movement and Handling of People	tbc	
Fire Safety Awareness	5	
Fire Safety	6	
Health and Safety in the Workplace	5	
Health and Safety in the Workplace	6	

Your Own Awards - (If you wish SafeCert to support and certificate "non-accredited qualifications" (i.e. not listed on the Qualification & Credit Framework, please enter title here and attach details of the programme for consideration)	Level	Tick ✓ to Confirm

Part 3 - Staff Resources

- 3.1 You must retain a portfolio for each of your Instructors and Assessors who are approved by you for the delivery of courses leading to SAFECERT certification. The portfolios must contain relevant personal contact details and evidence of '**required qualifications**'. You will be required to ensure that their 'required qualifications' are current and to provide access to such portfolios for audit purposes. **You must have at least 2 qualified trainers before you can register as an Approved Centre.**
- 3.2 You must ensure that all staff, Instructors and Assessors who may be involved with the administration or delivery of courses leading to SAFECERT awards are fully aware of the SAFECERT policies, rules and procedures.

Part 4 - Policy and Procedural Documents

4.1 Please tick the boxes below to confirm that you have included copies of the relevant and up to date arrangements / documentation relating to the policies, procedures and requirements below. (Please date)

- Internal Quality Assurance Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Enquiries and Appeals Policy
- Complaints Policy
- Malpractice Policy
- Data Protection Policy
- Public Liability Certificate Date:

To avoid delay please ensure copies of all documents are included with your application.

If you need any help with this section please contact us

Part 5 - Partnership Arrangements

5.1 Please provide details of any other qualification(s) that you offer including Degree courses.

Name of Qualification	Name of Regulatory / Awarding Organisation

Part 6 – Applicant Declaration

Please tick against each of the statements to confirm your organisations ability to meet the conditions and sign the declaration on page 11. The declaration must be signed by an authorised signatory on behalf of the applicant organisation detailed on page 3.

I declare that, if this application to become a SAFECERT Approved Centre is successful, we will:

6.1 Centre Governance and Staff Related Declarations	Tick ✓ to Confirm	EQA comments (SafeCert Use Only)
notify SAFECERT of any changes in our status, contact details or governance		
identify any situation that could be deemed as a conflict of interest and take appropriate action to avoid this		
notify SAFECERT of any act, omission, event, incident, or circumstance that could have an adverse effect on the delivery or assessment of SAFECERT awards, or the continuation of such services		
respect, support and promote the status and role of SAFECERT and Regulatory Bodies associated with SAFECERT qualifications, such as Ofqual, SQA, and HSE		
ensure that all staff involved with delivery and assessment of SAFECERT qualifications receive training and professional development (including a development plan) to ensure they can maintain their expertise and competence in the named qualification(s).		
maintain up-to-date portfolios of Instructors and Assessors involved with the delivery of SAFECERT qualifications containing CVs and evidence of required qualifications and will make these portfolios available to SAFECERT for quality assurance purposes upon request.		
arrange to monitor Instructors who deliver the First Aid at Work, Emergency First Aid at Work course and/or Day 1 / Unit 1 of the Activity First Aid Course on an annual basis in the delivery of these courses		
understand that any misleading information provided above, and/or failure to supply CVs and / or other evidence upon request, may prevent approval being granted and possibly impact on other related qualification approval or recognition status		
have in place appropriate staff or, have plans in place to hire appropriate staff and put in place relevant systems before the qualifications are made available in accordance with the requirements of the qualification(s)		
document the respective roles and responsibilities of any partner organisation working with us in relation to these awards and provide this detail to SAFECERT to review and authorise		
ensure that your staff are competent and undertake appropriate training, guidance and support		

ensure that staff involved with the administration, delivery or assessment of SAFECERT qualifications fully understand the relevant specifications provided by the SAFECERT, and will comply with their provisions		
6.2 Appropriate physical resources	Tick ✓ to Confirm	EQA comments
use training venues that provide access for all candidates for assessment purposes, in accordance with relevant and current legislation including, without limitation, the Equality Act 2010		
ensure that the full range of relevant, current equipment required to deliver and assess the qualification is supplied		
provide the necessary resources in accordance with any requirements outlined in the SAFECERT's qualification specification		
6.3 Registration and treatment of Learners.	Tick ✓ to Confirm	EQA comments
understand how and when to apply for candidate registration and certification		
encourage all learners to provide personal details, including their unique learner number (ULN or SCN) if they have one from a previous course, as requested on the SAFECERT Learner Registration form as supplied in SAFECERT course packs		
assist in guarding against fraudulent or mistaken claims, for example, by checking the identity of Learners		
have in place, where appropriate, arrangements that allow for recognition of prior learning (RPL)		
have administrative systems in place to track the progress of learners towards their target awards		
if/when requested by SAFECERT and where learner consent is given, access the record of the learner's previous achievements in their national learner records to ensure that opportunities for credit transfer and exemption are maximised		
inform Learners that SAFECERT may be able to help find an alternative Centre to provide a course if we are, for any reason, unable to deliver the full or part of a course		
make reasonable adjustments to help disabled learners to undertake a course without compromising the level of knowledge or competence necessary to achieve a qualification		
special consideration will be given to a Learner who has temporarily experienced an illness or injury, or some other event outside of the Learner's control, which has had, or is reasonably likely to have had, a material effect on that Learner's ability to take an assessment or		

demonstrate his or her level of attainment in an assessment		
6.4 Course delivery and assessment	Tick ✓ to Confirm	EQA comments
ensure that the delivery of training leading to an SAFECERT qualification will fully meet the relevant Learning Outcomes provided by the SAFECERT.		
have adequate systems and resources in place – including staff and, where appropriate, equipment, materials and software – to support the delivery of the qualification you are seeking approval for		
ensure that courses commence with introductions that include an explanation of the qualification and possible links to previous qualifications, registration, health and safety matters (e.g. emergency procedure), identification of special needs, course evaluation and complaints procedures		
carry out such identity checks as reasonable and necessary to establish the true identity of learners before commencement of courses		
make reasonable adjustments to accommodate the needs of disabled Learners and give special consideration to learners who may be temporarily prevented by undertaking the assessment at the time of the course		
adhere strictly to the assessment requirements as per the qualification requirements and SAFECERT stipulations		
hold and transmit securely details of assessment outcomes to SAFECERT		
have the staff, resources and systems necessary to support the assessment of units and the award, accumulation and transfer of credits and, where necessary, the recording of exemptions		
6.5 General operations and administration	Tick ✓ to Confirm	EQA comments
keep complete and accurate records, for at least five years from the end of the year to which they relate, for all qualifications and make these available to SAFECERT upon request		
comply with all relevant law, regulatory criteria and codes of practice as updated and amended from time to time		
comply with the SAFECERT requirements as set out in this form and other related qualification approval forms, and following sufficient notification from the awarding bodies agrees to comply with any additional reasonable requirements as updated and amended from time to time		
abide by all reasonable stipulations by SAFECERT concerning the use of their logos		
have an appropriate and effective system for the management of all sub-contracted services and that all policies and requirements referred to in this		

application will apply to any satellite sites affiliated to the centre, for example remote assessment sites or delivery points		
have effective communications systems in place both internally and with SAFECERT, clients and candidates, and inform SAFECERT should any changes occur to the information supplied in this application		
provide SAFECERT and the regulatory authorities, on reasonable notice, access to premises, people and records as required, and fully cooperate with their monitoring activities, including but not limited to, providing access to any premises used (including satellite sites)		
ensure that it understands the SAFECERT's enquiries and appeals processes for each qualification that they deliver, and must provide appropriate information and support to enable candidates to access the enquiries and appeals services. This includes making the appeals process available and accessible to all candidates.		
provide SAFECERT with all marketing material for approval prior to distributing; this includes any web site entries		
6.6 Quality Assurance	Tick ✓ to Confirm	EQA comments
establish internal quality assurance procedures to ensure the above commitments are followed and to ensure fair, thorough and appropriate treatment of Learners, delivery and assessment of courses leading to accurate results		
comply with quality assurance policies and procedures, including self-assessment or personal audits as requested and undertaken by SAFECERT		
provide SAFECERT and the qualifications regulators with access to premises, people and records, and to cooperate with SAFECERT's monitoring activities		
For Centres wishing to offer Scottish Qualification Authority (SQA) accredited qualifications:	Tick ✓ to Confirm	EQA comments
understand and agree that SAFECERT must undertake an external verifier visit, for which a charge is necessary, to our centre before formal approval can be granted and before we commence issuing SQA qualification certificates		

<i>EQA to fill in if required</i>		
Action	Describe area of action	Time/Date for completion
1		
2		
3		

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On behalf of the Applicant, I declare that we understand and accept the conditions set out in Section 6 above and that, if our application is approved, it will form a contract between the Applicant and SAFECERT.

I accept that failure to comply with these conditions may lead to non-certification of Learners, suspension or removal of recognition status.

I further declare that I am authorised by the Applicant 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.

Signature: _____ Date: _____

Print Name _____

Position in Applicant Organisation: _____

Please ensure you return the following documentation with your application when it is completed:

- Instructor Registration Form
- Internal Quality Assurance Procedure
- Health and Safety Policy
- Equal Opportunities Policy
- Enquiries and Appeals Policy
- Complaints Policy
- Malpractice Policy
- Data Protection Policy
- Public Liability Insurance

The application may be returned

- By email: info@safecertawards.com
- By post to

SafeCert Awards Ltd
38 Main Street
Gortin
Omagh
BT79 8PH

If you wish to discuss any of the requirements you can e-mail or contact us at the telephone number below.

- **Tel: 0845 500 2 100 - Fax: 0845 500 2 101**