

Centre Recognition Policy

Purpose

The purpose of this Policy is to set out the requirements organisations must meet to obtain Centre Recognition to deliver and assess Gateway Qualifications' products, including qualifications and Access to HE Diplomas.

Any organisation wishing to offer Gateway Qualifications' products must successfully complete the Centre Recognition process and obtain formal written confirmation of Centre Recognition, as well as for each product/qualification to be delivered. This confirmation must be received before commencing any marketing activity, delivery, or learner recruitment. Failure to complete the Centre Recognition and Qualification Approval processes before delivery may constitute maladministration and Centre Recognition not being conferred.

The Policy provides an overview of the recognition criteria and process. It does not replace the full Centre Agreement Terms and Conditions.

Scope

This Policy applies to all organisations seeking recognition as a Gateway Qualifications' Centre and covers all satellite sites, venues and partnership arrangements included within the scope of delivery. The Policy reflects Gateway Qualifications' obligation under the regulation of Ofqual's and Qualification Wales' Conditions of Recognition and QAA Licensing Criteria.

Audience

This Policy is intended for the following audience:

- Prospective Centre management and staff
- Recognised Centres ("Centres") in relation to the offer of qualifications – including all Centre staff, associates, freelance staff and contractors
- Gateway Qualifications' staff
- Gateway Qualifications' wider workforce – including consultants, external quality assurers, moderators.

Definitions

- **Access Validating Agency** – An organisation authorised by the QAA to approve Access to HE Diplomas, recognise Access to HE courses and award Access to HE Diplomas to learners. Gateway Qualifications is an Access Validating Agency (AVA).
- **Centre** - An organisation undertaking the delivery of an assessment (and potentially other activities) to learners on behalf of an awarding organisation. Centres are typically educational institutions, training providers, or employers.
- **Centre Agreement** - The written agreement between Gateway Qualifications and a Recognised Centre for the Recognition and delivery of Qualifications set out in the

terms and conditions within the written agreement, the Centre Recognition Application and Gateway Qualifications' Policies and Procedures.

- **Centre Recognition** - The formal status granted by Gateway Qualifications that enables a Centre to deliver and assess qualifications.
- **Centre Recognition Application** - An application form submitted to Gateway Qualifications by an organisation for the purpose of obtaining Recognition, in the form prescribed by Gateway Qualifications from time to time.
- **Continuous Professional Development (CPD)** - The ongoing process of learning, improving skills, and enhancing professional competencies. CPD involves activities undertaken by employees to stay up-to-date with the latest developments and adapt to changing industry requirements.
- **Delivery** - Delivery of activities that constitute the learning, assessment, administration, management and support of Learners under the Recognised Centre Agreement.
- **Learner** - An individual who is pursuing a qualification offered by Gateway Qualifications. A learner is actively engaged in the process of acquiring knowledge, skills and competencies through educational or training activities.
- **Recognised Centre** - An organisation that has successfully completed the Centre Recognition process, including submission of a Centre Recognition Application and acceptance of the Centre Agreement Terms and Conditions.
- **Withdrawal of Recognition** - The process through which a Centre's recognised status is formally ended.

Responsibilities

Centre Responsibilities

Organisations are not permitted to deliver, assess or promote Gateway Qualifications' products/qualifications until they have received formal written confirmation of Centre Recognition and Qualification Approval from Gateway Qualifications in writing (and for Access to HE Diplomas, the course listing has been updated on the QAA Access to HE Course Database).

The Centre Recognition and Qualification Approval criteria require evidence that the centre:

- can operate in accordance with Gateway Qualifications' Centre Agreement Terms and Conditions, policies and procedures
- has the capability and capacity to deliver and assess Gateway Qualifications' products to the required standards in accordance with the related qualification specifications
- has appropriate resources, systems and procedures to deliver and assess equally, safely and securely.

Gateway Qualifications' Centre Recognition and Qualification Approval Application(s) process requires prospective centres to provide:

- details of a permanent business address
- a company number or charity registration number
- UK Register of Learning Providers (UKRLP) number (where held)
- details of r key contacts

- a list of products/qualifications to be delivered with estimated annual learner numbers
- details of staffing qualifications, CPD and experience for Tutor/Assessors and Internal Quality Assurers
- supporting information including copies of policies and procedures as requested.

Access to HE Diplomas and Courses

Until 31st July 2026, Providers wishing to transfer Access to HE provision to Gateway Qualifications from another Access Validating Agency (AVA) should email the address provided at the end of this Policy.

From 1st August 2026, under the Quality Assurance Agency (QAA) Access to HE Recognition Scheme, it will no longer be permitted to transfer Provider-developed Access to HE Diplomas and courses between AVAs. As a condition of recognition Centres must acknowledge and agree that any Diploma or Access to HE course they have developed cannot be transferred to another AVA.

If a Centre wishes to deliver an Access to HE Diploma course that is already validated by another AVA, and the Diploma title matches one offered by Gateway Qualifications, the Centre must first withdraw the existing provision from the current AVA and comply with the requirements of this Policy and associated procedures.

Centres must also comply with any Access to HE–specific approval conditions.

Additional Qualification Approval

Centres seeking to offer additional qualifications must complete the Qualification Approval process. Centres are not permitted to deliver, assess or promote Gateway Qualifications' products until written approval is granted.

Once recognised, Centres must continue to meet all ongoing obligations under the Centre Agreement Terms and Conditions and (where applicable) Access to HE conditions of approval.

Satellite and partnership arrangements

Centres must declare all satellite sites, partnership, consortium, franchise or sub-contracting arrangements linked to the qualifications approved in accordance with the Centre Agreement Terms and Conditions and will be monitored annually as part of the quality assurance and centre monitoring process. Centres are not permitted to deliver or assess any Gateway Qualifications' products until approval of any arrangements has been granted in writing by Gateway Qualifications. These arrangements will form part of Gateway Qualifications' ongoing monitoring.

For Access to HE Diplomas, Recognised Centres must not delegate or pass on any part of their responsibilities to another organisation or individual. This includes assigning, transferring, charging, sub-contracting, or otherwise sharing any rights or obligations. All delivery and assessment must remain under the direct control of the Recognised Centre.

Gateway Qualifications Responsibility

Gateway Qualifications will:

Title: Centre Recognition Policy

Version: 1.6

Page 3 of 7

- review the Centre Recognition application, and supporting evidence, against the Centre Agreement Terms and Conditions and any product/qualification-specific criteria, requesting any additional information if needed.
- meet with Centre representatives to seek assurance that the centre has the capability and capacity to deliver and assess Gateway Qualifications' products.

Gateway Qualifications reserves the right to refuse Centre Recognition and Qualification approval to any organisation. If refused, Gateway Qualifications will provide a rationale.

The following examples are indicative, not exhaustive, of why Centre recognition may be withheld where one or more factors indicate that the centre does not meet, or may not be able to maintain, the required quality assurance, governance, or compliance standards.

- unprofessional conduct towards Gateway Qualifications staff
- poses a financial risk to Gateway Qualifications, including evidence of insolvency, significant debt, or inability to meet financial obligations
- misrepresentation of Gateway Qualifications and/or its qualifications
- is identified with any activity that could adversely affect the reputation of Gateway Qualifications, its products or services
- fails to comply with Gateway Qualifications' Centre Recognition requirements and Centre Agreement Terms and Conditions
- fails to address actions given within a reasonable time
- non-compliance with published regulatory criteria relating to the qualification(s) offered.

Centres have the right to complain against decisions reached under this Policy.

Fees

Centre Recognition is invoiced upon approval and annually thereafter as detailed on the [Fees and Charges](#) webpage.

Invoices must be paid in accordance with the timescales set out in the Gateway Qualifications' Invoicing Policy.

Related Policies and Documents

This Policy should be read alongside the following:

- Appeals Policy and Procedure
- Centre Agreement Terms and Conditions
- Centre Recognition Withdrawal Policy and Procedure
- Guidance on the website to becoming a recognised centre: [Become a Recognised Centre - Gateway Qualifications](#)
- Feedback and Complaints Policy
- Invoicing Policy
- Malpractice and Maladministration Policy and Procedure
- Sanctions Policy

Equity, Diversity and Inclusion Statement

Throughout the development of the policies and processes cited in this document, we have given due regard to the need to eliminate discrimination, harassment and victimisation, to advance equality of opportunity, and to foster good relations between people who share a relevant protected characteristic (as cited under the Equality Act 2010) and those who do not share it.

Centre Recognition Withdrawal

Centres may withdraw from Centre Recognition by giving notice in accordance with the Centre Recognition Withdrawal Policy and Procedure.

Where a Centre has not registered learners for any regulated qualification for which they are approved for a period of 12 months, Gateway Qualifications will withdraw the Centre's approval or qualification approval status as set out in the Centre Recognition Withdrawal Policy and Procedure. Gateway Qualifications may also withdraw approval where a Centre fails to meet the terms of the Centre Agreement, the Access to HE conditions of approval, or do not abide by Gateway Qualifications' policies and procedures.

Centres which withdraw or have their recognition withdrawn by Gateway Qualifications must ensure that learners' interests are protected throughout the withdrawal process. Registered learners must be supported to complete their qualification, where possible.

Review arrangements and monitoring

Gateway Qualifications will periodically review this Policy and the associated procedures and revise as necessary. As part of the review consideration will be given to feedback received and regulatory/legislative requirements.

If you would like to provide feedback on any views on this Policy, please contact us via the details provided at the end of this document.

Gateway Qualifications' Quality and Standards Committee and Access to HE Committee are responsible for monitoring the effectiveness of the application of this Policy. An annual summary is provided to the Board of Trustees for monitoring and ratification.

Legal and Regulatory References

UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Gateway Qualifications' status as an awarding organisation will reference any conditions and criteria that they address.

This Policy addresses the following legislation and/or regulatory requirements:

Regulator or Relevant Governing Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: C1 Arrangements with Third Parties C2 Arrangements with Centres
Qualifications Wales	Standard Conditions of Recognition	Condition No: C1 Arrangements with Third Parties C2 Arrangements with Centres
Quality Assurance Agency	QAA Licensing Criteria (until 31 st July 2026)	Criteria: 49 – 53 Provider and course recognition
	QAA Access to HE Conditions (from 1 st August 2026)	Condition C1: Provider approval

Contact us

If you have any queries about the contents of the policy, please contact:

Telephone: 01206 911211
 Email: enquiries@gatewayqualifications.org.uk
 Post: Gateway Qualifications, Gateway House, 6 Tollgate Business Park, COLCHESTER, CO3 8AB

Document Controls

Document Name	Centre Recognition Policy
Version	1.6
Approval Date	May 2026
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Owner	Director of Awarding

Revision History

Revision Date	Version	Updated By	Summary of Changes
May 2026	1.6	Director of Awarding	Update to remove references relating to End-point Apprenticeship Assessment. QAA Regulatory reference update to show the Conditions effective from 1 st

			August 2026 and Licence Criteria effect to 31 st July 2026.
February 2026	1.5	Quality Assurance Manager	Clarification that an organisation must obtain formal written confirmation of centre recognition from Gateway Qualifications and reasons why centre recognition may not be granted. Amended the outcome with the right to complain is centre recognition is not granted
October 2025	1.4	Director of Awarding	Statements added regarding QAA requirements relating to Access to HE transfers and subcontracting arrangements. QAA regulatory references included.
May 2025	1.3	Quality Assurance Manager	Policy transferred to the new policy document template. Statement amended to include that marketing should not be undertaken prior to centre recognition being confirmed.