

Centre Recognition Policy

Introduction

This policy and procedures outline the requirements organisations must meet to obtain centre recognition to deliver and assess Gateway Qualifications' products including qualifications, Access to HE Diplomas, and gateway assured courses.

All organisations wishing to offer Gateway Qualifications' products must successfully complete the documented Centre Recognition process and be formerly recognised by Gateway Qualifications in writing.

This Policy provides a simplified overview and sets out the criteria for centre recognition and does not replace the full centre agreement terms and conditions.

Scope

This Policy applies to all organisations seeking to become a Gateway Qualifications recognised centre and applies to any satellite sites, venues and partnership arrangements of the organisation that applies to become a recognised centre. This Policy reflects Gateway Qualifications' obligation to comply with Ofqual's and Qualification Wales' Conditions of Recognition and QAA Licensing Criteria.

This Policy is designed to be read in conjunction with the following Gateway Qualifications' policies:

- Malpractice and Maladministration Policy and Procedure
- Complaints Policy and Procedure
- Appeals Policy
- Centre Recognition Withdrawal Policy and Procedure
- Invoicing Policy

Centre requirements and responsibilities

Organisations are not permitted to deliver, assess or promote Gateway Qualifications' products until centre recognition has been confirmed by Gateway Qualifications in writing.

The requirements for Centre Recognition are designed to establish the organisation's ability to comply with the provisions within the Centre Agreement including:

- the capability and capacity to deliver and assess Gateway Qualifications products to the required standards in accordance with the related qualification specifications
- has the necessary resources, systems and procedures to deliver and assess equally, safely and securely

Gateway Qualifications Centre Recognition process requires prospective centres to provide:

- details of a permanent address
- a company number or charity number
- names and contact details for key contacts within the centre

- a list of qualifications to be delivered with estimated annual learner numbers for each qualification
- details and evidence of the qualifications and experience of Tutor/Assessors and Internal Quality Assurers
- provide supporting information including copies of policies and procedures as requested during the application process

Additional Qualification Approval

Centres wishing to offer additional qualifications must complete the Qualification Approval process. Centres are not permitted to deliver, assess or promote Gateway Qualifications' products until qualification approval has been confirmed by Gateway Qualifications in writing.

Gateway Qualifications' responsibility

Gateway Qualifications will:

- review information provided within the centre recognition application and supporting evidence against the requirements for centres as set out in the centre agreement and qualification specific requirements as detailed in the qualification specifications for the qualifications applied for
- 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 to any organisation. If centre recognition is refused, Gateway Qualifications will provide a clear rationale.

Fees

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

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

Centre Recognition Withdrawal

Where an approved centre has not registered learners for any regulated qualification for which they are registered, for a period of 12 months, Gateway Qualifications may withdraw the centre's approval or qualification approval status as set out in the Centre Recognition Withdrawal Policy and Procedure.

Review Arrangements and Monitoring

Gateway Qualifications will review this policy and its associated procedure annually and as part of its self-evaluation arrangements, and revise it when necessary, in response to customer feedback, trends from internal and external monitoring arrangements, changes in internal practices, actions from the regulatory authorities, external agencies or where there may be changes in legislation.

Gateway Qualifications' Quality and Standards and Access to HE Committees are responsible for monitoring the effectiveness of the application of this policy. An annual summary is also submitted to the Board of Trustees for monitoring and ratification.

Contact details

If you wish to discuss any aspect of this policy and/or have a related query, please contact:

Telephone: 01206 911 211
 Email: enquiries@gatewayqualifications.org.uk
 Post: Gateway Qualifications, Gateway House, 6 Tollgate Business Park, Colchester, CO3 8AB

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Ofqual General Conditions of Recognition
Condition C2: Arrangements with Centres
Qualifications Wales Standard Conditions of Recognition
Condition C2: Arrangements with Centre
QAA licensing criteria
Criteria 51 g will not sub-contract any part of its responsibilities for the delivery, assessment and quality assurance of the provision for which it is approved.