

Centre Recognition Policy

Policy

Introduction

This policy outlines the requirements organisations must meet to obtain centre recognition to deliver and assess Gateway Qualifications' products including qualifications and Access to HE Diplomas.

All organisations intending to offer Gateway Qualifications' products must successfully complete the documented Centre Recognition process and be formally recognised by Gateway Qualifications in writing prior to commencing qualification delivery and recruitment of learners. Failure to complete the Centre Recognition process prior to delivery could constitute maladministration.

Purpose

This purpose of this Policy is to provide 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
- Sanctions Policy.

Audience

The intended audience of this Policy is:

- Gateway Qualifications' staff and wider workforce
- Prospective Centre management and staff
- Recognised Centre management and staff.

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 ability of an organisation to comply with the provisions within the Centre Agreement. These include:

- operating according to Gateway Qualifications' policies and procedures
- the capability and capacity to deliver and assess Gateway Qualifications' products to the required standards in accordance with the related qualification specifications
- having the necessary resources, systems and procedures to deliver and assess equally, safely and securely.

In addition, where applying to deliver Access to HE Diplomas, a centre must also ensure continued compliance with the specified Access to HE conditions of approval.

Gateway Qualifications' Centre Recognition process requires prospective centres to provide:

- details of a permanent business address
- a company number or charity number
- UK Register of Learning Providers (UKRLP) number
- names and contact details for specified 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
- 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.

Once recognised, a Centre must continue to meet its obligations under the Centre Agreement and Access to HE conditions of approval (where applicable).

Satellite and partnership arrangements

Centres must confirm details of any satellite, partnership, consortium, franchise or sub-contract arrangement linked to the qualifications approved as stipulated in the Centre Agreement terms and conditions and will be monitored annually as part of the quality assurance and centre monitoring process.

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 rationale. The following examples may constitute grounds for the refusal of centre recognition, when a Centre or an organisation makes an application for centre recognition:

- acts in an unprofessional manner to Gateway Qualifications' staff
- misrepresents 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 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 a right to appeal 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.

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 review this policy and its associated procedure annually 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 us

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

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Ofqual General Conditions of Recognition

Condition C1: Arrangements with third parties

Condition C2: Arrangements with Centres

Qualifications Wales Standard Conditions of Recognition

Condition C1: Arrangements with third parties

Condition C2: Arrangements with Centre

QAA licensing criteria

Criteria 49 Provider and course recognition

Criteria 50 a-n Provider and course recognition

Criteria 51 g Provider and course recognition

Criteria 53 Provider and course recognition

Criteria 81 Provider and course recognition