

Centre Recognition Fact Sheet

Version 1.0 – June 2025



learning your way

Purpose of this document

To support Centres with the application process of Centre Approval.

Centre Recognition Application and Meeting Guidance



Before the meeting

Once the application has been submitted, an External Quality Assurer (EQA) will contact you to arrange a suitable date and time for the meeting.

The EQA will ask you to upload several documents to Prism so they can review them and have any questions prepared for the meeting. We will be unable to complete the recognition approval without these documents being made available before the agreed meeting date.

Guidance on how to upload documents onto Prism can be found on this recording: [Centre Monitoring uploading guidance for Centres on Vimeo.](#)



During the meeting

Whilst at the meeting, the EQA will also review the following:

- Names and roles of staff
- CVs and CPD of staff, if not already seen
- Delivery models
- Centre sites
- Senior Leadership Team (SLT)
- Is there a Board of Trustees or Board of Governors? If so, how do they oversee and advise the Senior Leadership Team at the Centre? Do the trustees/governors have specific roles and responsibilities for oversight? The EQA will have reviewed the website prior to the meeting.
- How the reporting structure and communication channels operate within the Centre, and if applicable, across sites.
- Are there any third-party arrangements or partnerships that affect the Gateway Qualifications delivery, and if so, how is this managed?

The EQA will also:

- Complete a tour of the site(s) (if it is an onsite meeting)
- Review classrooms, social space, office areas and reception
- Use all evidence to ask questions; for example, notice boards in waiting rooms
- Review posters on British Values and Equality & Diversity, and signposting on safeguarding
- Review the signing-in process; does it meet safeguarding rules?

There should be discussions regarding:

- Enrolment process
- Induction and initial assessment process
- Delivery plans
- Additional learning and support arrangements
- Safeguarding
- Review teaching and learning policies within this section
- Learning support sign posting
- Registration and claims
- Review IT process and where records are saved

Additionally, the following should also be discussed:

- IQA sampling activity, including sampling percentages and RAG rating
- Observations of teaching, learning and assessment/learning walks/observations
- Standardisation
- Learner feedback forms
- IQA forms
- Continual improvement process and programme review.

Please ensure your Centre does not deliver, assess or promote any Gateway Qualifications' products until Centre Recognition has been confirmed by Gateway Qualifications.

Once approval is granted, the Quality Team will monitor learner registrations. If no registrations are received within six months of approval, your Centre will be contacted to discuss next steps.



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