



Centre Recognition and Qualification Approval Centre Handbook

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learning your way

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This handbook will provide guidance and information required for the Centre Recognition and Qualification Approval process.

Centre Recognition

What is Centre Recognition?

Centres cannot deliver, assess or promote Gateway Qualifications' products until Gateway Qualifications has confirmed Centre Recognition in writing.

Centre Recognition requirements will establish the ability of a Centre to comply with the Centre Agreement, which includes:

- Operating 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, if applying to deliver Access to HE Diplomas, your Centre must ensure continued compliance with the specified Access to HE conditions of approval.

How do I get started?

As well as reading our [Centre Recognition Policy](#), ensure that you are ready to provide the following information:

- Details of a permanent business address in England or Wales
- Details of the qualification(s) you wish to deliver
- An estimate of the number of learners you plan to recruit for each qualification
- Your company number or charity number
- Evidence of your experience in delivering post-16 education or training
- Details of the qualifications and experience of your tutors/assessors
- Appropriately qualified Internal Quality Assurers
- Appropriate arrangements, policies and procedures

To begin the process of becoming a Recognised Centre, please complete this form on our website: [Apply to Become a Recognised Centre - Gateway Qualifications](#)

We will then assign a member of the Business Development team to provide support during the Centre Recognition process and ongoing curriculum and development support. They will help you complete the form in Prism, our online platform, before submitting it for review by our Quality Assurance team.

Completing the Application Form

Section	Title	Description
Section A	Centre Recognition application	This section captures the scope of your application and brief details of your current track record.
Section B	Qualification Approval	Please complete for all applications. We offer a range of qualification types across multiple sectors. A key feature of our qualifications is the flexibility and freedom they offer to tailor them to the specific needs of learners.
Section C	Qualification Approval - ESOL (if applying to offer ESOL)	Please complete this section if you are applying for approval to offer our ESOL qualifications.
Section D	Qualification Approval - Access to HE (if applying to offer Access to HE Diplomas)	Please complete this section if you are applying for approval to offer our Access to HE Diplomas.
Section E	Centre Declaration	This section confirms that the Centre understands its obligations with regards to working with Gateway Qualifications.

Note: Detailed guidance on what is required for each section is available on our website.

Approval Review

An External Quality Assurer (EQA) will arrange a Centre Recognition activity at a convenient time. After the activity, you will receive an approval confirmation email.

Annual Centre Fee

An Annual Centre Fee is charged upon approval and at the beginning of each academic year.

Policies and Procedures

To progress with your Centre Recognition Application, we will need the following policies and procedures to be submitted:

- Complaints policy
- Conflict of interest policy
- Equality and Diversity policy
- Health and Safety policy
- Internal quality assurance procedures
- Learner appeals procedure
- Malpractice and maladministration policy
- Organisation structure
- Reasonable adjustments and special considerations policy
- Safeguarding and SEND policies
- Whistleblowing policy

Please note: this list is not definitive, and the EQA may request to see additional documentation.

Before sharing these documents with us, please ensure that all of them are:

- Up to date
- Centre specific
- Clearly outlines roles, responsibilities, and procedures

Tip: Whilst waiting for the EQA to contact you, it's a sensible idea to check and ensure you have the above policies and procedures in place.

Qualification Approval

What is Qualification Approval?

Once you are a Recognised Centre, you can offer qualifications. However, you must complete the Qualification Approval process. You are not permitted to deliver, assess or promote Gateway Qualifications' products until Gateway Qualifications has confirmed Qualification Approval in writing.

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

How do I get started?

If you are already a Recognised Centre working with Gateway Qualifications, you can create an application form on our online platform, [Prism](#).

Alternatively, you can complete [this form](#) on our website, and your Business Development Manager will help you complete the Prism application form.

Completing the Application Form

Section	Title	Description
Section A	Qualification Application	This section captures the scope of your application and provides brief details on how you plan to offer the qualifications you're applying for.
Section B	Qualification Application: Access to HE	Please complete this section if you are applying for approval to offer our Access to HE Diplomas.
Section C	Qualification Application: ESOL	Please complete this section if you are applying for approval to offer our ESOL qualifications.
Section D	Centre Declaration	This captures your understanding of your obligations with regards to working with Gateway Qualifications.
Section E	Business Development Review	Your Business Development Manager reviews this section and confirms all sections have been completed.

Note: Detailed guidance on what is required for each section is available on our website.

Minimum staffing requirements

It is your Centre's responsibility to ensure that only staff with the appropriate expertise and professional experience are involved in delivery, assessment, and internal quality assurance processes. Please refer to the qualification specification for the minimum requirements and any additional criteria for Tutors, Assessors, and Internal Quality Assurers.

Centres must keep their staffing information updated in Prism.

If you have any questions regarding the suitability of qualifications or experience, including those obtained overseas, please contact the Quality team.

You must provide staffing details, including name, evidence of experience and evidence of qualifications. A CV and related certifications are expected as part of the qualification approval process for all qualifications at all levels. If no CV is available, we will accept a statement of skills and work history (this must be signed and dated).

For qualification-specific guidance, please refer to the Qualification Specifications and our helpful [guidance document on our website](#).

Quality Review

The External Quality Assurer (EQA) will review your application, ensuring that staff meet the requirements for each qualification.

If the EQA requires further information, the Quality team will contact you via email with details of what is needed.

If you ever have any questions regarding this process, please get in touch with the Quality team.

We hope this handbook provides a clear overview of becoming a Recognised Centre and Additional Qualification Approval. Please contact our Business Development and/or Quality team for any further assistance.



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