

The Terms and Conditions below outline your responsibilities as a centre. **They MUST be read in conjunction with the Roles and Responsibilities of Centres document, qualification specifications and assessment regulations for each unit/qualification.**

## Terms and Conditions of Centre Approval

- Have read the [Roles and Responsibilities document](#) and understand the role of each member of staff required
- Have read the Terms and Conditions and understand the responsibilities of becoming a centre.
- Have read the Qualification Specification and Regulations for each unit/qualification you wish to deliver and understand how to operate assessments in accordance with these documents.
- Have access to the internet in order to use the Centre Portal.
- Have an Equal Opportunities Policy\* for assessment purposes that can provide Reasonable Adjustment to allow access for all candidates in accordance with current legislation.
- Have systems to ensure consistency of standards, and support equality of opportunity.
- Have an Appeals Policy.\*
- Have a Complaints Policy. \*
- Have a Malpractice Policy.\*
- Have a Health and Safety Policy\*
- Have a Safeguarding Policy\*
- Have a GDPR Privacy Statement\*
- Provide a latest Financial Accounts and/or Business Plan\*
- Have a withdrawal process that outlines the steps you will take to protect the interest of learners in the event of centre closure.\*
- Have plans for when assessments will be taken by their learners.\*
- Details of number of learners they intend to enrol.\*

**All documents/policies must be signed and uploaded to My Signature during the application process.**

- Have staff with appropriate qualifications and experience to teach our qualifications, have competence in the subject matter of the qualifications, assessment procedures and language(s) used for assessment. **The qualification certificates of teachers and assessors and Internal Verifiers will need to be sent to Signature\***. Signature will collect details of the following staff members during the on-line approval process:
  - Centre Administrator
  - Quality Assurance Manager who has responsibility for quality assurance processes including demonstrating evidence of Regulated Qualifications Framework (RQF) regulatory arrangements
  - Accounts Contact
  - Marketing Manager
  - Curriculum Manager
  - Teachers
  - Assessors of Internally Assessed Units.

Centres must ensure they retain a workforce of appropriate size and competence to undertake the delivery of the qualifications, ensuring that they have the capability and capacity to deliver the qualification to the expected number of learners. **Centres must keep all of the above roles up to date by accessing My Signature and adding new staff where appropriate.**

- We recommend that a class size should be no more than 15 learners. Therefore if you have 15 learners we would expect you to have 1 teacher, running 1 class. If you have more than 15, then we recommend you have 2 teachers, or run 2 classes.
- Have appropriate equipment and resources, including recording equipment and training rooms, to support effective delivery of the assessments leading to the award of credits. The following are essential:
  1. *A training room with at least two walls in plain colour, no visual distractions and good lighting*
  2. *Video playback facilities, for training purposes*
  3. *Suitable recording equipment (not battery operated) for practical assessments which must be recorded.*
  4. *Access to Signature material.*

- Have systems and procedures to ensure that assessments reach us quickly and effectively, allowing the outcome of assessment to lead to the award of credits.
- Has systems in place to ensure consistency of
  - a) the standards and security of assessments and assessment records
  - b) the tracking of learner progress and transmission of assessment outcomes
  - c) the recording of credit accumulation and transfer of credits and exemptions.
- Have the ability to obtain Unique Learner Numbers (ULN) on behalf of the candidates. Signature candidate registration process identifies any anomalies with ULNs.
- Will use candidate ID numbers when registering them for assessment to ensure that all achievement is recorded on the unique ID number, therefore allowing certification upon completion of full awards and take steps to confirm learners identity prior to the assessment taking place.
- Have arrangements in place to allow for recognition of prior Learning (RPL) exemptions or credit transfers, or is aware of when to seek advice from Signature.
- Will not undertake any activity that could bring the name of Signature into disrepute.
- Will adhere to all Signature policies and procedures.
- Will operate any internal/external assessments in full accordance with Signature and or the Qualification Regulator. Centres must refer to Signature Assessment Regulations at all times. Any breach of security of assessments need to be notified to Signature immediately.
- Understand that approval of a qualification by Signature does not guarantee that it will be funded by public funding bodies.
- Can confirm that the assessment process will be fair, open and free from bias and all reasonable steps are taken to guard against fraudulent claims for certification.
- Can confirm that they agree to provide Signature and our regulatory authority with access to premises, people and records.
  - Signature may visit any centre conducting assessments
  - Compliance with signature and RQF requirements may be monitored on a planned or unplanned basis.
- Will co-operate with Signatures monitoring activities.
- Will allow Signature to undertake the [required moderation processes](#) required of each unit of assessment where appropriate.

- Will keep all assessment materials they are privy to during the assessment process private and confidential and not use them in any other capacity other than for assessment purposes.
- Can confirm that Signature will be notified of any changes, which put at risk the centres ability to meet centre approval.
- Will monitor the approval and accreditation period for all qualifications and seek re approval when required.
- Ensure all candidates have been given the opportunity to complete the full qualification in the event of the centre not wishing to renew their approval of a unit/qualification.
- Will retain evidence of learners work, records of assessment and Internal verification records for a minimum period of three years following learner certification and that these comply with GDPR legislation.
- Will have processes in place in relation to filmed material to protect young and vulnerable people.
- Will comply with Signature terms and conditions for payment of invoices.
- Understand that if quality is not maintained centre approval may be withdrawn.
- Understand that Signature has the right to refuse approval without giving reasons for their decision.
- Notify Signature of any previously rejected applications, withdrawal from centre recognition by any awarding body or if you have any issues of non compliance or malpractice.
- Understand that sanctions may apply to centres who do not comply with these regulations. Please refer to our [malpractice policy](#) and [indicative sanctions](#).
- Can confirm that the centre has read the guidance on the roles and responsibilities in delivering Signature qualifications and will comply with us to meet the Conditions of Recognition.

**By signing these Terms & Conditions you agree to adhere to them for a period of 1 year from the date of signature.**

**Name:**

**Signature**

**Date:**

**Glossary:**

RPL Recognition of Prior Learning

RQF Regulated Qualifications Framework

ULN Unique Learner Numbers

All of the information highlighted with \* must be sent/uploaded to My Signature.