**Centre Recognition Application Form**

This application form should be completed fully and clearly

You should provide as much detail as possible,

Please call or email for any assistance using the contact details provided above.

A credit check may be performed by B-TIC as part of the approval process.

B-TIC may call and / or email you if we require any further information.

B-TIC shall make the final decision on center recognition which is final and conclusive

# **Section 1 – Center Details**

|  |  |  |
| --- | --- | --- |
| **Centre Name** |  | |
| **Address** |  | |
| **City** |  |
| **Postcode** |  |
| **Country** |  |
| **Company Type** | Eg. Limited Liability | Charity | |
| **Phone** |  | |
| **E-mail** |  | |
| **Website** |  | |

**Note: -** Please provide a copy of the company incorporation certificate if you are a non UK company.

# **Section 2 - Contact Persons of the Centre**

|  |  |
| --- | --- |
| **Ownership with Significant Control of the Centre** | |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Centre Principal / Head** | |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Centre Coordinator Responsible for Qualification Delivery** | |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Internal Verifier for Quality Assurance** | |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Finance Contact** | |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **E-mail** |  |

## 

## **B-TIC Online Portal Access**

Please provide the following details for portal need access for qualification delivery management.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** | **Surname** | **Job Title** | **E-mail** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 3 – Operational Information**

|  |  |  |
| --- | --- | --- |
| **Area of Operation** | **Comments** | **Supporting Evidences** |
| Nature of the business |  |  |
| Duration in delivering qualification |  |  |
| Area of expertise | e.g. health education, business studies, law |  |
| Delivering qualifications of other awarding bodies? (Specify qualification name and awarding body) |  |  |
| Number of learners currently enrolled for each qualifications |  |  |
| Is your organisation regulated by any authorities? | Please specify the authorities & details |  |
| Is your organisation inspected by any external authorities | Please state names, date of visits and any relevant details on inspection agencies below. |  |

**Section – 4 Resources and Competencies**

Note:- Please provide Supporting Evidences where possible

|  |  |  |
| --- | --- | --- |
| **Human Resources** | **Comments** | **Supporting Evidences** |
| Organisational chart / Staff structure | Organisational Structure of centre | Chart must show the  Department,  Job Titles  Job Specification  Names of staff etc. |
| Head of the centre (Appropriately qualified and competent) |  | Organisational Chart | CV | CPD records  Appraisal systems, training plans, staff development plan |
| Centre coordinator responsible for Qualification delivery(Appropriately qualified and competent) |  | Organisational Chart | CV | CPD records  Appraisal systems, training plans, staff development plan |
| Number of Academic Staff to Deliver and Assess (Appropriately qualified and competent) | Full Time & Visiting | Organisational Chart | CV | CPD records  Appraisal systems, training plans, staff development plan |
| Number of Academic Staff to Internally Verify and Quality Assure Qualification delivery and assessment (Appropriately qualified and competent) | Full Time & Visiting | Organisational Chart | CV | CPD records  Appraisal systems, training plans, staff development plan |
| Centre collects feedback from the learners and conduct trainings and CPDs |  | Sample feedback form  Appraisal systems, training plans, staff development plan |
| **Staff involved in**   1. **delivering,** 2. **assessing** 3. **quality assuring &**   **administration** | The CVs of staff and the specific role they play.   1. Tutors, 2. Assessors, 3. Internal Verifiers,   Administration etc. | Appropriate qualification Appropriately experience  Appropriate trainings |

# 

|  |  |  |
| --- | --- | --- |
| **Physical Resources** | **Comments** | **Supporting Evidences** |
| Facilities of Premises | Eg. Classrooms, social spaces, study areas etc | Photos  Spacious and well equipped classrooms; social facilities and open learning centres |
| Ownership of Premises | Owned/leased, including length of lease ( | Please also provide a copy of the deeds/lease agreement or other supporting documents). |
| Premises is in compliance with local health and safety legislations |  |  |
| IT resources |  |  |
| Learning Management System |  |  |
| Library |  | Comprehensive library of resources including relevant textbooks; access to computers and ILT; equipment to support them delivery of teaching and learning |

|  |  |  |
| --- | --- | --- |
| **Financial and Intellectual Resources** | **Comments** | **Supporting Evidences** |
| Financial Viability and Solvency |  |  |
| Legally registered and any licence |  |  |
| Facilitates and resources to deliver the courses appropriate to the mode of delivery |  |  |
| How much are you known in the market |  |  |

# **Section – 5 Policies & Procedures**

You should provide the following policies, documents and Supporting Evidences to proceed your application to B-TIC at your earliest convenience.

**Note:-** The final version should be produced before approval is granted.

|  |  |  |
| --- | --- | --- |
| **Policies & Procedures** | | |
| **Policies for Quality Assurance** | **Comments** | **Evidence | If being developed )** |
| ACADEMIC MISCONDUCT POLICY |  |  |
| Admissions Policy  or  Learner Recruitment Policy |  | . |
| APPEAL AND COMPLAINTS POLICY | A statement on how learners can appeal against an internal assessment decision.  A policy which shows how  learners can make a complaint and the systems used to deal with this. | The process for appeals needs to be clear, staged and there must be staff with identified responsibilities for dealing with appeals.  The centre needs to ensure that there is a clear distinction between complaints processes and appeals against  assessment judgements and there are two separate policies. |
| Assessment Policy | An assessment strategy including  Assessment date,  Pre-marking standardization exercise  First marking and feedback | Assessment policy  Reasonable adjustments  Special consideration policies.  Assignment brief,  Marking grid  Pre-Marking Standardization exercise form |
| BLENDED LEARNING POLICY |  |  |
| CENTRE MALPRACTICE & MALADMINISTRATION | Malpractice policy;  Learner Handbook,  Use of plagiarism software,  Learner declarations | There must be a clear policy on malpractice  which covers staff and learners. The policy should explain how checks will take place for all forms of malpractice, the investigation process and the sanctions that will be taken when malpractice is proven. |
| CENTRE TRANSFER POLICY |  |  |
| CERTIFICATE ISSUANCE AND VERIFICATION POLICY |  |  |
| CERTIFICATE REPLACEMENT POLICY |  |  |
| COMPLIANCE POLICY |  |  |
| CONFLICT OF INTEREST POLICY |  |  |
| CONTINGENCY AND ADVERSE EFFECT POLICY |  |  |
| CREDIT TRANSFER POLICY |  |  |
| DATA PROTECTION POLICY | A statement or systems which ensure that personal information held by the centre is managed in accordance with legal requirements in the country concerned. | The centre can provide a policy or a statement describing how it manages the personal data held on learners. |
| DELIVERY, ASSESSMENT, QUALITY ASSURANCE AND AWARDING BY B-TIC POLICY |  |  |
| EQUALITY AND DIVERSITY POLICY | Any policy which the college uses to ensure there is equality of opportunity for staff and learners. | The centre can provide a policy or a statement describing how it manages equality. |
| Internal  verification  system &  Internal Standardization | Clearly verification process for internal verification  Internal verification & feedback  Internal standardization process. | How internal assessment judgments are Verified,  IVQA form  Process of internal standardization  Internal standardization form  Sampling strategy for internal standardization  .  Who are involved  What are the Roles of them |
| LOGO POLICY |  |  |
| NOTIFICATION OF WITHDRAWAL OF QUALIFICATION TO REGULATORS POLICY |  |  |
| NOTIFICATIONS OF ADVERSE EFFECTS TO OFQUAL POLICY |  |  |
| PLAR Policy |  |  |
| PRICING AND INVOICING POLICY |  |  |
| PROFESSIONAL DISCUSSION POLICY |  |  |
| QUALIFICATION DEVELOPMENT |  |  |
| QUALITY ASSURANCE POLICY | Examples of those processes which the college uses to check the quality of the courses it provides for learners. | B-TIC expects the centre to have processes in place to monitor and review the programmes of study it offers to learners. This might include course reviews, lesson observation schemes, staff induction processes, staff and learner feedback systems, quality committees etc. |
| REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION POLICY |  |  |
| SANCTIONS POLICY |  |  |
| STANDARDISATION POLICY |  |  |
| WITHDRAWAL OF QUALIFICATION BY RECOGNISED CENTRE POLICY |  |  |
| Health and safety | Health and Safety Policy; health and safety certificates. | The center can provide a policy or a brief description of how it manages health and safety, so it complies with in-country legislation. |
| Staff development Policy  Academic Staff Training Policy  Non-academic staff development policy | How staff delivering and  Assessing B-TIC qualifications are ready to undertake their allocated roles and how any updating will take place. | Staff Handbook  Staff induction;  Staff access to training  Staff development records. |

**Section – 6 Additional Supportive Evidences**

In addition to the above information, you are advised to provide the following details and documentations in order to make the approval policy smooth. If you do not have all of them in place, provide the status of progress.

**Note:-**

Please provide Supporting Evidences where possible

The final version should be produced before approval is granted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supporting Documents** | Availability | | | **Evidence | Comments ( If being developed )** |
| Yes | No | progress |
| Session Plan |  |  |  | Curriculum plan; session plans identifying methods of delivery and linked to specifications and learning outcomes  Information which shows that you have carefully considered how to deliver the whole programme of study.  Plans for delivering the B-TIC qualifications |
| Assessment Plan |  |  |  | Units title  Delivery mode  hours/weeks for teaching, how the Guided Learning Hours will be covered,  Assessment method  B-TIC sample Session Plan at [www.Btic.uk](http://www.btic.uk) |
| IVQA plan |  |  |  | Internal quality assurance system and IV forms, sampling plan  Standardization processes and procedures  Appointed Internal Quality Assurer  Assessment Policy; declaration forms and records |
| Assessment result recording of each learner for each unit |  |  |  |  |
| Procedures for systematic review of delivery and materials |  |  |  |  |
| Learner registration process and document files Photos, Ids, Educational certificates |  |  |  |  |

**Section No – 7 References**

Please provide two professional references

|  |  |
| --- | --- |
| **Reference – 01** | |
| **Name** |  |
| **Title** |  |
| **Phone** |  |
| **E-mail** |  |

|  |  |
| --- | --- |
| **Reference - 02** | |
| **Name** |  |
| **Title** |  |
| **Organisation** |  |
| **Phone** |  |
| **E-mail** |  |

**Section – 8 Proposed Qualification to Offer**

Qualification to deliver and Proposed Number of Registration for each Qualifications

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Qualification** | **Projected number of registrations** | | |
| **Year -1** | **Year -2** | **Year - 3** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 9 – Declaration**

We hereby confirm that the information given in this application form is true and up-to-date as per our knowledge. We further confirm that giving any misinformation may lead to disqualifying us from being a centre approved to deliver B-TIC qualifications.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Title** |  |
| **Date** |  |

Please save this document in PDF and mail it to [infor@b-tic.uk](mailto:infor@b-tic.uk) along with all the evidences.