**Health Assessment Report for Centre Recognition**

“Health Assessment for Centre Recognition” must be completed within 10 working days on receipt

# **1 – Centre Details**

|  |  |
| --- | --- |
| **Centre Name** |  |
| **Centre Number** |  |
| **Centre Type** | **Overseas** |
| **Delivery Mode (S)** | **Face – to - Face** |
| **Centre Overview** | The centre was firstly approved in 2016 and their approval was not renewed at the time. Since then they have observed that there is now demand via their centre for the provision of OTHM qualifications in their locale and they therefore applied to be approved to offer Level 7 OTHM qualifications again. |
| **Phone** |  |
| **E-mail** |  |

# **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** |  |

**3 – Operational Information**

|  |  |
| --- | --- |
| **Area of Operation** | **Comments** |
| Nature of the business |  |
| Duration in delivering qualification |  |
| Area of expertise | e.g. health education, business studies, law |
| Delivering qualifications of other awarding bodies |  |
| Number of learners currently enrolled for each qualifications |  |
| Is the 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 Resource | | |
| Organisational chart / Staff structure |  |  |
| Head of the centre (Appropriately qualified and competent) |  | Organisational Chart | CV | CPD records |
| Centre coordinator responsible for Qualification delivery(Appropriately qualified and competent) |  | Organisational Chart | CV | CPD records |
| Number of Academic Staff to Deliver and Assess (Appropriately qualified and competent) | Full Time & Visiting | Organisational Chart | CV | CPD records |
| Number of Academic Staff to Internally Verify and Quality Assure Qualification delivery and assessment (Appropriately qualified and competent) | Full Time & Visiting  Appropriately qualified and experienced staff are in place to support the teaching/learning and administration of the programmes being delivered.  Staff working on higher-level programmes must have relevant qualifications and experience Please comment here on the type of qualifications, CPD and experience of teaching and learning staff | Organisational Chart | CV | CPD records |
| Centre collects feedback from the learners and conduct trainings and CPDs |  | Sample feedback form |
| **Staff involved in**   1. **delivering,** 2. **assessing** 3. **quality assuring &**   **administration** |  |  |

|  |  |  |
| --- | --- | --- |
| **Physical Resources** | | |
| Facilities of Premises |  |  |
| Ownership of Premises |  |  |
| Premises is in compliance with local health and safety legislations |  |  |
| IT resources |  |  |
| Learning Management System |  |  |
| Library |  |  |

|  |  |  |
| --- | --- | --- |
| Financial Resources | | |
| 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**

The decision is made based on the evidence provided on following policies and Supporting Documents.

|  |  |  |
| --- | --- | --- |
| **Policies for Quality Assurance** | **Comments** | **Action Required** |
| ACADEMIC MISCONDUCT POLICY |  |  |
| **Admissions Policy**  or  **Learner Recruitment Policy** |  |  |
| APPEAL AND COMPLAINTS POLICY |  |  |
| Assessment Policy | There is a planned programme of delivery and assessment methods available for the qualification/award which meets our guidelines |  Assessment methods are valid and reliable and allow fair access to assessment for learners |  |
| BLENDED LEARNING POLICY | The Centre has in place an appropriate distance learning policy |  |
| CENTRE MALPRACTICE & MALADMINISTRATION |  |  |
| 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 |  |  |
| DELIVERY, ASSESSMENT, QUALITY ASSURANCE AND AWARDING BY B-TIC POLICY |  |  |
| EQUALITY AND DIVERSITY POLICY |  |  |
| Internal  verification  system &  Internal Standardization |  |  |
| 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 |  |  |
| REASONABLE ADJUSTMENT AND SPECIAL CONSIDERATION POLICY |  |  |
| SANCTIONS POLICY |  |  |
| STANDARDISATION POLICY |  |  |
| WITHDRAWAL OF QUALIFICATION BY RECOGNISED CENTRE POLICY |  |  |
| **Health and safety** |  |  |
| Staff development Policy  Academic Staff Training Policy  Non-academic staff development policy |  |  |

**Section – 6 Additional Supportive Documents**

|  |  |  |
| --- | --- | --- |
| **Supporting Documents** | **Comments** | **Action Required** |
| Session Delivery Plan for each unit |  |  |
| Assessment Plan for each units |  |  |
| IVQA plan for each units |  |  |
| Assessment result recording of each learner for each unit |  |  |
| Internal assessment for learners to meet the entry criteria for level |  |  |
| Storage of records of assessments, markings, feedbacks and results ( Hard copy or electronically and backup) | Learner records and details of achievements are accurate, kept up to date and securely stored in line with B-TIC Policy for a minimum of 3 years and are made available for external quality assurance visits and auditing |  |
| Procedures for systematic review of delivery and materials |  |  |
| Learner registration process and document files ( Photos, Ids, Educational certificates |  |  |

**7 – References Report**

|  |  |
| --- | --- |
| **Reference - 01** | |
| **Name** |  |
| **Comments** |  |

|  |  |
| --- | --- |
| **Reference - 02** | |
| **Name** |  |
| **Comments** |  |

**08 - Approved Qualification to offer**

Approval for each qualification is granted based on the evidence provided academic credibility and capacity

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Level** | **Approved** | **Yet to approve** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# **09 – Decision and Declaration**

Please select the appropriate one below

**General Criterions**

|  |  |  |
| --- | --- | --- |
| **Criterions** | **Comments** | **Action Required** |
| The Centre gives permission to B-TIC to access to receive relevant information needed for smooth operations |  |  |
| The Centre complies with UK and EU data protection legislation and GDPR |  |  |
| The Centre is aware that they can unsubscribe to receive any information from B-TIC at any time |  |  |
| The procedures to deliver the qualification are aligned and supported by senior Management, academic staff, assessors and IVQAs |  |  |
| Delivery team has been assigned with clear responsibilities, authorities and accountabilities |  |  |
| The center has regular **meetings for standardization** for all teaching staff, assessment staff and IVQAs |  |  |
| There is an alignment between Learners’ development needs and qualification requirement with individual assessment |  |  |
| There are opportunities for learners for progress review to complete the qualification. |  |  |
| The center has a process to provide counselling and guidance to learners about the progression from B-TIC qualification |  |  |
| The center has system to receive learner feedback to evaluate the quality and effectiveness of delivery |  |  |
| Canter is using efficient Learning Management System with appropriate features and content |  |  |
| The centre maintain records of assessment tracking and Learner progress |  |  |
| Learners are able to receive assignment review, verbal feedback, written feedback and supervisory support. |  |  |
| Assessors are allocated and responsibilities are assigned clearly to meet the needs of learners. |  |  |
| Centre has the process to identify the training and development needs of academic staff, assessors and IVs for assessments. |  |  |
| The centre has the track record of training and development for academic staff, assessors and IVs for assessments |  |  |
| IVQA strategy and sampling plan are appropriate, which regular improvement |  |  |
| IVQA Records are maintained appropriately for auditing. |  |  |
| Appropriate arrangements are in place across satellite centres and sites for liaison, consistency and standardisation. |  |  |
| Marketing and Promotion activities are clear and up to date in compliance with B-TIC Guidelines. | To date, the centre have not marketed the  B-TIC qualifications. The centre is aware that they can contact B-TIC for guidance and  support with the  marketing and  Advertisement of their qualifications. |  |
| Information given to the students are not miss leading |  |  |
| The centre has a mechanism to notify B-TIC of any changes in that affect the delivery of qualifications |  |  |

|  |  |
| --- | --- |
| **Decision** | **Appropriate Decision** |
| Centre has met all recognition criteria and I recommended the centre for Recognition to deliver B-TIC Qualifications. |  |
| Centre has met Most Recognition criteria. However they may only need some training and support to meet all the criteria.  I recommend the centre for recognition when meeting the action required addressed in this report with training and support by B-TIC within the suggested time duration. |  |
| The Centre has somewhat met the recognition criteria and need to fulfil many actions required to meet all the criterions for recognition.  I recommend the recognition only training and support of B-TIC and the centre meets all the actions required within the suggested time duration. |  |
| Centre has not met most of the recognition criteria. I am not recommending the recognition at this application. I suggest the centre meet all the actions required addressed in this report and apply again for recognition. |  |

|  |  |
| --- | --- |
| **Type of Visit** | **Virtual** |
| **Date of EVQA** |  |
| **Type of Recognition** | Desk Based |
| **Date of Recognition** |  |

I hereby confirm that the information given in this report are true and up-to-date as per my knowledge based on the merit of application for centre recognition.

|  |  |
| --- | --- |
| **Name of EVQA** |  |
| **Signature** |  |
| **Date** |  |

I hereby confirm that I have reviewed the information given in this report above and agree with the Health Assesment.

|  |  |
| --- | --- |
| **Registrar or For Registrar** | |
| **Name** |  |
| **Date of Review** |  |
| **Signature** |  |
| **Date** |  |