**Notification of Changes in Centre & Centre Update Form**

This application form should be completed clearly where appropriate.

You should provide as much detail as possible,

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

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

# **Section 1 – Center Details**

|  |  |  |
| --- | --- | --- |
| **Centre Name** |  | |
| **Centre Number** |  | |
| **Address** |  | |
| **City** |  |
| **Postcode** |  |
| **Country** |  |
| **Phone** |  | |
| **E-mail** |  | |
| **Website** |  | |

# **Section 2 – Changes & Updates of Contact Persons**

|  |  |
| --- | --- |
| **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** |  |

## 

# **Section 2 – Changes & Updates of Legal Status and Control of Centre**

|  |  |
| --- | --- |
| Company number |  |
| Company legal name |  |
| Registration date |  |

In case of change of company legal name provide certificate of incorporation or equivalent evidence that reflect the change.

|  |  |  |  |
| --- | --- | --- | --- |
| Name changed to |  | Changed date |  |

Please list the names of the shareholders of the company:

|  |  |  |
| --- | --- | --- |
| **Name** | **Nationality** | **Share %** |
|  |  |  |
|  |  |  |
|  |  |  |

**Section – 3 Changes & Updates of Resources**

Note:- Please Provide Supporting Evidences where possible

|  |  |  |
| --- | --- | --- |
| **Human Resources** | **Changes & Updates** | **Supporting Evidences** |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Physical Resources** | **Changes & Updates** | **Supporting Evidences** |
| Facilities of Premises |  |  |
| Additional Locations |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Financial and Intellectual Resources** | **Changes & Updates** | **Supporting Evidences** |
|  |  |  |

# **Section – 4 Changes & Updates of Policies & Procedures**

Note:- Please Provide Supporting Evidences where possible

|  |  |  |
| --- | --- | --- |
| **Policies** | **Changes & Updates** | **Supporting Evidence** |
| ACADEMIC MISCONDUCT POLICY |  |  |
| Admissions Policy  or  Learner Recruitment Policy |  | . |
| APPEAL AND COMPLAINTS POLICY |  | 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 |  | Assessment policy  Reasonable adjustments  Special consideration policies.  Assignment brief,  Marking grid  Pre-Marking Standardization exercise form |
| BLENDED LEARNING POLICY |  |  |
| CENTRE MALPRACTICE & MALADMINISTRATION |  | 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 | . | 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 |  | The centre can provide a policy or a statement describing how it manages equality. |
| Internal  verification  system &  Internal Standardization |  | 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 |  | 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 |  | 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 |  | Staff Handbook  Staff induction;  Staff access to training  Staff development records. |

**Section 5 – Declaration**

We hereby confirm that the information and supporting documents provided in this “Notification of Changes in Centre & Centre Update Form” are genuine, accurate, true and up-to-date as per our knowledge. We further confirm that giving any misinformation may lead to disqualifying us from being a recognized center 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.

**(OFFICE USE ONLY)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Decision of Application |  | | | | |
| Compliance Manager |  | | | | |
| Compliance manager signature |  | | | | |
| Application Received By |  | | | | |
| **Received Date:** |  | **Signed off Date** | |  | |
| Signature of receiver |  | | **Date** | |  |

Note: The Process will take 10 Working days