

QUALIFICATION APPROVAL

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| **Centre Detail** |
| Centre Name |  |
| Centre Number (if existing PAA\VQ-SET Centre) |  |

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| **Qualification Specific Detail** |
| **Qualification Details**Please provide details of the qualification(s) for which you are seeking approval: |
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| Qualification Title | Level | Type of Qualification | Qualification/ Reference number | Proposed learner intake |
| Year 1 | Year 2 |
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| Have you previously delivered any qualifications in this sector/subject area? Yes / No If you have answered ‘Yes’ please provide details.  |
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| Qualification Title | Awarding Organisation | Details | Date |
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| Have you previously applied to offer these qualifications but had the approval refused, or given and then removed? Yes / No.If you have answered ‘Yes’ please provide details.  |
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| Qualification Title | Awarding Organisation | Details | Date |
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| **Assessment Team** |
| Please provide details of all the key personnel involved in the delivery and quality assurance of the qualification, including their qualifications, experience and occupational competence. |
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| Individuals Name | The Qualification the individual is involved with | Individuals Role  | Occupational Competence | Qualifications |
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| **Partnership Arrangements** |
| Please provide details of any partnership, consortium, sub-contracting or franchise arrangements linked to the above qualification outlining the roles and responsibilities of each organisation. |
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| Name of partner / sub contractor etc | Role and responsibility of partner |
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| Please provide details of any satellite sites. |
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| Name of Satellite Sites | Title of qualification |
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| **Centre Agreement and Declaration** |
| Please read the following declaration and sign below to confirm the agreement of your Centre. This declaration must be signed by an authorised signatory in his/her own name for and on behalf of the centre.I declare that the centre: |
| 🞏 | will undertake to provide staff with appropriate inductions and professional development (including a development plan) to ensure staff can maintain their expertise and competence for the above-named qualification(s). |
| 🞏 | will undertake to supply staff CVs and other evidence (for example certificates) to PAA\VQ-SET External Verifiers. |
| 🞏 | will understand that any misleading information provided above, and/or failure to supply CVs and/or other evidence upon request, may prevent approval being granted and possibly impact on other related qualification approval or recognition status. |
| 🞏 | will appoint appropriate staff and put in place relevant systems in accordance with the requirements of the qualification(s). |
| 🞏 | will comply and adhere with PAA\VQ-SET’s requirements for the qualification(s). |
| 🞏 | will provide the necessary resources in accordance with any requirements outlined in the PAA\VQ-SET qualification specification. |

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| **Qualification Declaration - Centre Responsibilities**I declare that the centre: |
| 🞏 | will ensure that staff involved with a qualification will fully understand the relevant specification provided by PAA\VQ-SET and will comply with its provisions.  |
| 🞏 | has arrangements in place to obtain on behalf of its learners a unique learner number (ULN) and a learner record, if appropriate. |
| 🞏 | will keep complete and accurate records, for at least three years for all qualifications and make these available to PAA\VQ-SET and Regulatory Authorities upon request. |
| 🞏 | complies with PAA\VQ-SET’s requirements as set out in this form and its Centre Portfolio, and following sufficient notification from PAA\VQ-SET agrees to comply with any additional reasonable requirements as updated and amended from time to time. |
| 🞏 | has effective communications systems in place both internally and with PAA\VQ-SET, clients and learners, and agrees to inform PAA\VQ-SET immediately should any changes occur to the information supplied in this application. |
| 🞏 | will register/enter learners prior to any formal assessment taking place.  |
| 🞏 | will recognise any restrictions regarding the minimum amount of time that learners must be registered with PAA\VQ-SET before certification, as well as the combination of units and or qualifications allowed. |

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| **Centre Declaration** |
| Please note that PAA\VQ-SET reserve the right to view all materials detailed within this application either through the application process (inclusive of a site visit) or via a post-approval monitoring activity. I ……………………………………………………………………[***insert name of head of centre***] declare that this centre agrees to adhere to the procedures and policies of PAA\VQ-SET in respect of this application and accept that if the centre defaults on the commitments made in this application it may lead to the removal of its recognition status.I confirm that the centre understands that if this application is accepted it will form the contract between the centre and PAA\VQ-SET.I declare that I am authorised by the above centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge. |

Signature

Position

Date