



ECITB Awarding Organisation Approval Procedure for VQ Approved Centre Status RV 4-0

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Summary of Stages of Approval

The application procedure to become a VQ Approved Centre (AC), together with its accompanying documents is shown below:

Stage	Procedure	Documents
1	Expression of Interest	Expression of Interest Form
2	Initial discussion with Awarding Organisation	n/a
3	Finance & Legal Check	Finance & Legal Questionnaire
4	Application to Awarding Organisation	VQ001a ECITB Approved Centre Application and Recognition Form

Throughout each stage of this procedure receipt of correspondence will normally be acknowledged:

- no later than **5 working days** from receipt for correspondence sent via email to: qualifications@ecitb.org.uk,
- no later than **15 working days** from receipt for any other correspondence and correspondence sent via post.

Enquiry

Enquiries should be submitted for the attention of ECITB VQ Administrator by email to or post using the contact details at the end of this [document](#).

Applicants will be provided with an *Approved Centre Expression of Interest Form* to complete and return. A record of all enquiries is retained within Awarding Organisation records and systems. Enquiries are not considered a formal application.

Stage 1 - Expression of Interest

Return of the completed *Approved Centre Expression of Interest Form* a record of your interest will be recorded on ECITB records and systems and assigned to a member of the ECITB Awarding Organisation team.

Stage 2 Initial Discussions with the Awarding Organisation

The Awarding Organisation may then arrange for an advisory call to take place with the applicant, normally within **20 working days** of receipt of Expression of Interest Form.

The purpose of the advisory call is to outline the Awarding Organisation approval process, discuss ECITB Awarding Organisation requirements and enable applicants to ask questions and seek guidance on the approval process and finally confirming they wish to proceed.

The Awarding Organisation reserve the right to close the application at this stage, should it be considered that the applicant would not be able to meet the requirements.

Stage 3 Finance and Legal Check

Upon agreement that the application can proceed the applicant will be sent, via email, an *Approved Provider and Contractor Finance and Legal Information Questionnaire*.

Below is a summary (not an exhaustive list) of the information you will be required to provide at this stage:

- Company registration and director details
- Equal Opportunities & Health & Safety Policies
- Annual account for last three financial years
- Company banking details
- Three customer references
- Copies of the following Insurance Policies:
 - Professional Indemnity Insurance, minimum indemnity limit of £2 million
 - Employer's Liability Insurance, minimum indemnity limit of £5 million.
 - Public Liability Insurance, minimum indemnity limit of £5 million

Applicants should submit the completed questionnaire and associated documentation to qualifications@ecitb.org.uk

There will be an administration check to ensure the questionnaire has been completed, signed and that all the required documents have been submitted. If the application is adjudged to be incomplete (either because documents are missing and/or because forms have not been completed), the missing information will be requested. Until such time as the missing information has been provided the application will not be processed further.

If the application is adjudged to be complete the application will be considered by both ECITB Finance and Legal Departments within **20 working days** from receipt.

The Finance and Legal Departments will advise the ECITB Awarding Organisation that the application:

- Should proceed, along with any conditions that must be met by the applicant prior to approval for Approved Centre status and the applicant will be sent a copy of the *VQ001a Approved Centre Application and Recognition Form* by email within **20 working days** of receipt of the questionnaire being returned by the Finance & Legal Department.

OR

- Should **not** proceed. The matter will be considered by the ECITB Awarding Organisation and should the Awarding Organisation not wish to proceed with the application, the applicant will be advised in writing within **20 working days** of receipt of the questionnaire being returned by the Finance & Legal Department.

Stage 4 Application to the Awarding Organisation

The *VQ001a Approved Centre Application and Recognition Form* should be completed, signed, initialled on each page and sent with required documentation as per the instructions outlined in the section "Process for sending correspondence with personal or sensitive data".

Below is a summary (not an exhaustive list) of the information you will be required to provide:

- A business case, including forecasts and evidence of support from potential customers.
- Details of other awarding organisation accreditations
- Details of facilities and systems for delivery and assessment, including use of E-portfolio if applicable
- Details of candidate and programme management processes and systems
- Internal Quality Assurance and risk management policies, procedures and documentation
- Policies: Malpractice, Complaints, Appeals, Conflict of Interest, Reasonable Adjustment & Special Consideration, Health & Safety, Equal Opportunities, Data Protection and Retention of Records.
- Details of proposed assessment team, including copies of CVs, qualification certificates and other relevant certifications and details of induction and training requirements.

On receipt *VO001a Approved Centre Application and Recognition Form* there will be an administration check to ensure that all the required documents have been submitted and all sections have been completed.

If the application is adjudged to be complete this will be forwarded to either a member of the Awarding Organisation team for review.

If the application is adjudged to be incomplete (either because documents are missing and/or because forms have not been completed), the missing information will be requested. Until such time as the missing information has been provided the application will not be processed further

Stage 5 Review and Approval of Approved Centre Application

The application and information provided will be assessed in accordance with the ECITB Awarding Organisation and regulatory requirements within **30 working days** of receipt of the completed application.

If the application does not meet ECITB Awarding Organisation and regulatory requirements then actions will be set on *the VQ001a Approved Centre Application and Recognition Form in Part 7* and this will be returned by email to the application inviting them to resubmit within **one calendar month**. Any review of a resubmitted VQ001a Approved Centre Application and Recognition form will be completed within **30 working days** of receipt.

An approval meeting may be required by a member of the Awarding Organisation team to either validate the application and/or view facilities, resources and/or systems. All best efforts will be made to secure a meeting date within **30 working days** following the review of the application. This may be able to be completed remotely.

Once the application meets ECITB Awarding Organisation requirements then *Part 8 of the VQ001a Approved Centre Application and Recognition Form* will be completed with a recommendation for approval and submitted to a member of senior management team for the Awarding Organisation. Conditions of approval may be applied at this stage.

Stage 6 Approval

The member of the senior management team will assess the information and consider the recommendation made and will either approve or not approve the application within **20 working days** of receipt.

The applicant will be advised of the decision within a further **20 working days** and if approved the application will proceed as per Stage 7 of this procedure.

Stage 7 Confirmation of Approval and Centre Activation

The following documentation will be sent to the named Approved Centre Co-ordinator within **20 working days** of approval:

- An approval letter, with a unique ECITB Approved Centre Number and details of the Approved Centre's ECITB External Quality Assurer.
- An ECITB Approved Centre Plaque
- An email containing the link, username and password for ECITB Membership Services Portal (MSP)
- Qualification specific assessment documentation
- Centre Handbook

Note:

- All ECITB Awarding Organisation Policies and procedures can be downloaded from the ECITB website <https://www.ecitb.org.uk/the-ecitb-awarding-organisation/>
- All User Guides and forms required to support delivery and assessment can be downloaded from the ECITB Membership Services Portal.

All newly Approved Centres will be subject to a **Level 1 Probationary Restriction** ensuring all claims for achievement are subject to External Moderation prior to certification.

All newly Approved Centres are required to attend an induction meeting with their allocated ECITB Awarding Organisation External Quality Assurer (EQA) prior to 'activation'. This meeting must be attended by all Approved Centre staff members involved in the management, delivery and/or assessment of ECITB qualifications.

Upon confirmation from the EQA that Approved Centre Induction meeting has been completed, the VQ Administrator will:

- Activate your centre on the MSP to enable you to register candidates for VQ qualifications.
- Add your centre details to the 'Provider Finder' tool on the ECITB website.

Following approval the Approved Centre will be subject to post approval monitoring as outlined in the document; *ECITB Centre Assessment Scrutiny and External Quality Assurance Strategy*.



Process for sending correspondence with personal or sensitive data

Before sending any information or data to ECITB that contains staff (including contractors) and/or candidate personal details that could be attributed to an individual and/or information that includes sensitive data about an individual, you are required to request a ShareFile link from qualifications@ecitb.org.uk.

The ECITB Awarding Organisation will respond by sending an email from qualifications@ecitb.org.uk containing the wording '[Click here](#) to upload files'. This enables you to upload your files to the ECITB secure ShareFile system.

No personal or sensitive data should be sent via email as this method of transferring data is less secure than ShareFile

Should you be sending such data by post, please mark the correspondence 'Confidential – For the Attention of the Awarding Organisation'.

Review Arrangements

This policy and its associated procedures will be reviewed and revised, as and when necessary, as part of continuous improvement arrangements and/or in response to customer, candidate or regulatory feedback (e.g. to align with any enquiries, processes established or revised by the regulators) and/or in response to any trends that may emerge in the subject matter of enquiries received.

Contact Details

If you have any queries about any aspect of this process, please contact:

The Awarding Organisation
Engineering Construction Industry Training Board
Office Suite KD3, First Floor, KD Tower,
Cotterells, Hemel Hempstead, Hertfordshire, HP1 1FW
Telephone: 01923 260 000
Email: Qualifications@ecitb.org.uk
Website: www.ecitb.org.uk