

Date received by Operations

Centre No

Please use this form to request approval for OCR Vocational Qualifications. Please ensure you read the Guidance Notes before completing this form as you may need to complete Appendices and/or provide supporting documentation depending on the qualifications for which you are requesting approval. Complete all sections in BLOCK CAPITALS and give your details as you want them to appear in OCR records. Complete as follows:

If you are new to OCR	- Sections A, B, C and D - Appendix A and B if relevant to the qualification(s) for which you are requesting approval
If you are an existing centre for OCR VQs and wish to add further qualifications to your provision	- Sections A, C and D - Appendix A and B if relevant to the qualification(s) for which you are requesting approval
If you are an existing centre for OCR N/VQs and wish to add further qualifications to your provision	- Sections A, C and D - Appendix 2B
If you are approved for N/VQs with another Awarding Body and wish to request approval from OCR for the same qualifications	- Section A, B4 and D - Appendix 2B - Attach evidence of approval, along with your last 2 EV reports, for each qualification for which you are requesting approval

Please read the following conditions which apply to this approval request, before you complete this form:

- If your centre requires an inspection visit prior to approval being granted you will be required to pay an inspection fee which will be invoiced to your account. For CPC qualifications an inspection visit and fee is required per venue. Please refer to our website [www.ocr.org.uk/administration/fees\\_list.html](http://www.ocr.org.uk/administration/fees_list.html) for up to date fees. We will contact you to arrange an inspection visit if required.
- Your centre and qualification approval will be lapsed if there is no activity within 3 years of approval being granted.
- Failure to provide accurate information may result in any approval relating to this application being withdrawn.
- If you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit rating.

## SECTION A – Centre details

For completion by the Head of Centre/Principal/Chief Executive, who we will contact regarding any queries with this application

Centre name			Centre No.	
Address				
Postcode				
Telephone No.		Fax No.		
Email address				
Please indicate ( <input checked="" type="checkbox"/> ) if you are approved with OCR for General Qualifications			Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>

Name of Head of centre (including title and initials)	
Name of person who will be centre co-ordinator (including job title)	
Email address for correspondence (eg Examinations Officer)	

**Collection of personal information** – if you do not wish to receive email updates from us please leave the 'Email for correspondence' address blank. Please refer to our website for full details of our privacy policy, [www.ocr.org.uk](http://www.ocr.org.uk).

## SECTION B – Your organisation

### 1 Type of centre

Secondary School	<input type="checkbox"/>	Special Education	<input type="checkbox"/>
Sixth Form College	<input type="checkbox"/>	Community Homes	<input type="checkbox"/>
FE/Tertiary College	<input type="checkbox"/>	ITEC	<input type="checkbox"/>
College/Institute of Higher Education	<input type="checkbox"/>	Prison Service	<input type="checkbox"/>
University	<input type="checkbox"/>	Services Education	<input type="checkbox"/>
Adult Education Centre	<input type="checkbox"/>	Training provider	<input type="checkbox"/>
Independent Secondary School	<input type="checkbox"/>	Industrial/Commercial Organisation	<input type="checkbox"/>
Independent College and Language School	<input type="checkbox"/>	Secondary Schools – voluntary aided	<input type="checkbox"/>

### 2 Satellite locations

Usually satellite centres are based in the UK, however where there is any exception to this, OCR will review applications on an individual basis:	Operate in the UK? Yes/No
Name and address	
Name and address	

### 3 Other approvals

If you are currently an approved centre of another Awarding Body please indicate <input checked="" type="checkbox"/>	
EDI <input type="checkbox"/>	City & Guilds <input type="checkbox"/> Edexcel <input type="checkbox"/> NCFE <input type="checkbox"/>
Other (please specify)	

### 4 Other N/VQ Approvals

If you are currently approved as a centre for N/VQs by another Awarding Body, please give details below:					
Awarding Body	Qualification title and level	Date approved	Approval status		Authorised to make direct claims without endorsement of EV? Yes/No
			Full	Pending	

### 5 Withdrawal/refusal of centre approval

Please state in the box below whether you have had a previous application for approval refused or withdrawn by an Awarding Body, or if you currently have any issues of non-compliance/malpractice, and the nature of these issues.



## SECTION D – Declaration – to be signed by the Head of Centre/Principal/Chief Executive

I confirm that I am the named point of accountability for the quality assurance, management and compliance with regulatory requirements and related instructions/criteria issued by OCR for the qualifications for which we are requesting approval.

I confirm that this organisation:

- has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of OCR's qualifications
- will use buildings/facilities for assessment purposes that provide access for all candidates in accordance with the relevant legislation
- will use staff and/or associates who have the necessary competence in the subject matter of the qualifications, assessment procedures and languages used for assessment
- has the systems in place to ensure consistency of:
  - 1) the standards and the security of assessments and assessment records
  - 2) the tracking of learner progress and transmission of assessment outcomes
  - 3) the recording of accumulation and transfer of credits and exemptions
- has policies and practice that support equality of opportunity
- will provide OCR and/or the regulatory authorities with access to premises, people and records
- will co-operate with OCR's monitoring activities
- will support candidates in the event of centre closure
- will adhere to JCQ's 'Instructions for conducting examinations' which can be found at [http://www.jcq.org.uk/exams\\_office/index.ctm](http://www.jcq.org.uk/exams_office/index.ctm)
- has systems, where appropriate, for candidates appealing against internal assessment decisions
- has quality assurance and management processes that apply across all satellite locations
- will adhere to OCR's Terms and Conditions and Copyright as detailed on our website [www.ocr.org.uk](http://www.ocr.org.uk)
- has arrangements in place to:
  - 1) obtain on behalf of its learners, a unique learner number (ULN) and a learner record
  - 2) use the record of the learner's previous achievements in the learner record to ensure that opportunities for credit transfer and exemption are maximised, where learner consent is given
- where a partnership arrangement exists the respective roles and responsibilities are documented and made available to OCR.

I confirm that all information supplied by or on behalf of the Applicant to OCR in connection with this application is true, complete and accurate and that I am authorised to make this application to be registered as an assessment centre with OCR.

I confirm I have read and agree to OCR's Terms of Business as displayed on the OCR website.

I understand and accept that OCR retains to itself the interpretation of the conditions of the centre's registration as an assessment centre in any dispute and reserves the right to withdraw approval in the event of our failure to comply with these conditions.

Signature of Head of Centre,  
Principal or Chief Executive

Name in BLOCK CAPITALS

Job title

Date

## APPENDIX A – Qualification specific criteria

Please complete this section if the qualification(s) for which you are requesting approval are stated below.

### Clait and iPro Suites

If you wish to offer IT vendor units as part of OCR's IT qualifications, please state your membership number(s) or centre identification number here:			
CompTIA		Microsoft Academy	
E2C		Cisco Academy	
Pearson Vue Centre ID		Thomson Prometric centre ID	

If your centre is not an approved testing centre for MCP or CompTIA tests, please indicate ( <input checked="" type="checkbox"/> ) your preferred TDA:			
Pearson Vue		Thomson Prometric	
If you do not wish to offer the tests you can send your candidates to an authorised testing centre. Please provide the Pearson Vue/Thomson Prometric Centre ID for the centre you will use:			

Please confirm () the following:

- If this centre's Oracle Academy Agreement terminates or is expired, you will notify OCR immediately
- This centre has tutors who have achieved Microsoft Certificate Professional tests (please attach copy of certificate(s))
- The centre will use the Microsoft official curriculum in the delivery of Microsoft units

NB Microsoft units are only offered at Thomson Prometric test centres.

### Lifelong Learning Suite

Please provide details of your assessment staff:

Name of staff	Role (mentor, subject tutor, course tutor, assessor or internal verifier)	CRB checked <input checked="" type="checkbox"/>	Holds teaching qualification <input checked="" type="checkbox"/>	Highest level of qualification achieved*	CV attached <input checked="" type="checkbox"/>

\*The teaching qualification held by the member of teaching staff must be at least at level four and be a qualification recognised by the LLUK legacy tariff.

### Certificates in Supporting Teaching and Learning in Schools Suite

Please provide details of your assessment staff:

Name of staff	Role (mentor, subject tutor, course tutor, assessor or internal verifier)	CV attached <input checked="" type="checkbox"/>

## APPENDIX B – N/VQ CRITERIA

### 1B – FULL CENTRE APPROVAL

Complete this Appendix if you are applying for approval to offer National Vocational Qualifications (NVQs) and/or other OCR verified qualifications for the first time with OCR.

Criteria	Code of Practice Ref	Please indicate (☑) when supporting evidence will be provided	
		Included with this form	At evaluation visit
<b>Delivery Internal Verification</b>			
The appropriate range of assessment methods, as required by the N/VQ is understood by each internal verification team	1.0		
There is a policy to carry out internal verification by appropriately qualified and experienced staff for each N/VQ to meet the qualification guidelines	4.5		
There is a procedure to support and counter-sign internal verification decisions of unqualified staff, with specific target dates for the achievement of the relevant internal verifier awards	4.5		
The organisation has a policy to allow access to premises, meetings, documents, data, candidates and staff for the purpose of external quality assurance	1.9		
<b>Delivery candidate support</b>			
There are procedures to provide appropriate information, advice and guidance to candidates, and potential candidates, about N/VQs	3.0		
There is an initial assessment procedure, and sufficient time is allocated, to match the development needs of each candidate against the requirements of the N/VQ and establish an agreed individual assessment plan	3.1		
There is a procedure to review the progress of candidates at regular intervals	3.2		
There is a procedure to identify and meet the particular assessment needs of candidates	3.4		
There is an effective appeals procedure	3.5		
<b>Monitoring and Review Records</b>			
There is a procedure to record, maintain and update details accurately regarding a) candidates and their registrations b) candidate achievements and certification details c) internal verification	1.6, 1.8		
There is a procedure to record candidates' achievements, in line with the centre's access and fair assessment policy	1.1, 5.3		
There is a procedure for candidate assessment and internal verification records to be stored securely and to be available for external quality assurance for a period of 3 years	1.8		
<b>Monitoring and review</b>			
There is a procedure to disseminate actions identified by external quality assurance visits and to implement corrective measures identified	1.3, 5.2		
There is a procedure to review, monitor and apply the internal verification strategy against current qualification and OCR requirements, and for corrective measures to be implemented	4.0, 5.0		
Assessment decisions and practices are regularly sampled and findings are acted upon to ensure consistency and fairness	4.1		
There is a procedure for gathering information and feedback from candidates, employers and others to: a) monitor and evaluate the quality and effectiveness of qualification provision against the centre's stated aims and policies b) inform the review of future qualification development activity	5.0, 5.1		

## APPENDIX B – N/VQ CRITERIA – 1B continued

Criteria	Code of Practice Ref	Please indicate (☑) when supporting evidence will be provided	
		Included with this form	At evaluation visit
<b>Planning management systems</b>			
The aims, policies and procedures for assessment and verification of N/VQS and retention of records are documented and supported by senior management	1.0		
There is evidence to demonstrate the IVs and Assessors understand the centre's aims, policies and procedures in relation to N/VQs	1.2		
There is written evidence of how the centre will ensure that the access and fair assessment policy will be understood and complied with by N/VQ candidates and assessors	1.1		
There are statements detailing roles, responsibilities, authorities and accountabilities of each assessment team and each internal verification team	4.4, 4.5		
There is evidence that these statements cover all satellite/assessment sites and that the roles are clearly allocated and understood by each assessment team and each verification team	1.2		
There is an effective internal verification strategy to: a) sample, monitor and standardise assessment decisions and processes b) develop and support assessors in line with the qualification's specific requirements c) manage, monitor and evaluate the quality of N/VQ delivery	4.3		
The internal verification procedures are consistent with current qualification and OCR requirements to ensure quality and consistency of assessment requirements	4.2		
There is a procedure to make unit certification available for candidates	3.6		
There are effective communication channels within the assessment team and with OCR	1.3		
There is a policy to plan, monitor and review the centre's achievements against its stated aims	5.1		
<b>Planning resources</b>			
The equipment and accommodation provided for N/VQ delivery and assessment are appropriate and there is evidence to show compliance with the requirements of health and safety acts	2.2, 2.3		
In order to meet the demand for each N/VQ there are sufficient occupationally competent and qualified assessors and internal verifiers	2.0		
There is a procedure for recording, implementing and reviewing staff development in line with each individual's identified need	2.1		
In line with requirements, sufficient time and resources have been allocated for effective performance of the roles of assessor and internal verifier	1.5		
There is a procedure to notify OCR of significant changes to resources as they happen	1.9		
<b>Delivery assessment</b>			
The appropriate range of assessment methods, as required by the N/VQ is understood by each assessment team and is available	3.3		
There is a procedure to document and resolve N/VQ queries including qualification specification, assessment guidance and OCR requirements	1.7		
There is a procedure and policy to carry out assessment by qualified and occupationally expert staff as required by each N/VQ	4.4		
There is a procedure to support and countersign assessment decisions of unqualified assessors, with specific target dates for the achievement of relevant assessor awards	4.4		

## APPENDIX B – N/VQ CRITERIA

### 2B – ADDITIONAL QUALIFICATIONS APPROVAL

Complete this Appendix if you are:

- a) already approved by OCR for National Vocational Qualifications (NVQs) and/or other OCR verified qualifications
- b) already approved by another Awarding Body for N/VQs

Criteria	Code of Practice Ref	Please indicate (☑) when supporting evidence will be provided	
		Included with this form	At evaluation visit
The roles, responsibilities, authorities and accountabilities of each assessment team and each internal verification team are clearly documented	4.4, 4.5		
There are sufficient competent and qualified assessors to meet the demands of assessment as specified for each qualification	2.0		
There are sufficient competent and qualified internal verifiers to ensure the quality and consistency of assessment in line with the requirements for each qualification	2.0		
The equipment and accommodation provided for N/VQ delivery and assessment are appropriate and there is evidence to show compliance with the requirements for relevant health and safety acts	2.2, 2.3		
The appropriate range of assessment methods, as required by the N/VQ is understood by each assessment and internal verification team	3.3		
There is a procedure to document and resolve N/VQ queries, including qualification, specification, assessment guidance and OCR requirements	1.7		
The N/VQ policies and procedures currently used in the centre will also be extended to these additional schemes	General to CoP		

Please return the completed form and any attachments to:  
OCR, Allocation Team, Operations, Westwood Way, Coventry CV4 8JQ

Once we have reviewed your application a member of our team will contact you to let you know the outcome of your application and, if centre approval is agreed, either arrange a visit or provide you with the relevant qualification materials.