

**Centre Approval Policy for OCR Qualifications**

- 1. Applications to become an OCR Centre will be considered in accordance with the respective requirements for general and/or vocational qualifications to establish whether a prospective centre:**
  - a. can deliver OCR qualifications to the required regulatory and qualification specifications
  - b. has the necessary resources to deliver the assessment to candidates equally, safely and securely
  - c. has the financial security required to protect OCR's and candidates' interests
  
- 2. OCR's Centre Approval application forms for Vocational Qualifications require prospective centres to provide**
  - a. core information in respect of identity, structure and viability
  - b. additional information as required by the regulator, OCR and the specific qualification(s)
  
- 3. OCR will manage the Centre Approval process within the following parameters:**
  - a. applications for centre approval will be processed in accordance with the requirements of general or vocational qualification(s)
  - b. core centre information will be banked so that any future approval will relate only to the additional qualifications the centre is seeking to offer
  - c. all information held by OCR will be subject to the requirements of the Freedom of Information Act 2000 and the Data Protection Act 1998.
  
- 4. OCR reserves the right to refuse centre approval to any organisation that:**
  - a. acts in an unprofessional manner to OCR staff
  - b. does not meet OCR's credit requirements
  - c. misrepresents OCR and/or its qualifications
  - d. is identified with any activity that could adversely affect the reputation of OCR, its products or services
  - e. fails to comply with OCR's Terms of Business
  - f. does not comply with relevant regulations or is being investigated.
  
- 5. OCR maintains the right to withdraw centre or qualification approval within the following parameters:**
  - a. when it is felt necessary to protect the interests of the candidate, the integrity of the qualification, the national qualifications framework or the company reputation
  - b. when a centre does not meet its financial obligations to OCR
  - c. approval for specific vocational qualifications will be withdrawn if a centre does not enter candidates for a three year period
  - d. centre approval for all qualifications will lapse if a centre does not enter candidates for a three year period
  - e. centre approval can be withdrawn if a centre does not comply with the published regulatory criteria relating to the qualification offered
  - f. fails to comply with OCR's Terms of Business
  
- 6. Centres have a right to appeal against decisions reached under this policy.**