

# Centre approval application form for OCR Vocational Qualifications

Date received by Operations  Centre No

Please use this form to request approval for OCR vocational qualifications (VQ). 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<br>- Appendix A if you are requesting approval for verified qualifications.                 |
| If you are an existing centre for OCR VQs and wish to add further qualifications to your provision.           | - Sections A, C and D<br>- Appendix A if you are requesting approval for verified qualifications for the first time. |
| If you are an existing centre for OCR verified qualifications and wish to add further verified qualifications | - Sections A, C and D<br>- Appendix B  |

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

- If your centre requires an evaluation and/or an inspection visit prior to approval being granted you will be required to pay the appropriate fee(s), 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/fees/](http://www.ocr.org.uk/fees/) for up to date fees. We will contact you to arrange appropriate visit(s) if required.
- Your centre and qualification approval will be lapsed if there is no activity within 3 years of approval being granted, or inactivity for any subsequent 3 year period.
- Failure to provide accurate information may result in any approval relating to this application being withdrawn.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.
- OCR reserve the right to charge an annual centre fee.

## SECTION A – Centre details

For completion by the Head of Centre who we will contact regarding any queries with this application.

|   |                      |                          |                          |
|---|----------------------|--------------------------|--------------------------|
| Centre Name   | <input type="text"/> | Centre No.<br>(if known) | <input type="text"/>     |
| Centre Address  | <input type="text"/> |                          |                          |
| Postcode  | <input type="text"/> |                          |                          |
| Telephone   | <input type="text"/> |                          |                          |
| Email   | <input type="text"/> |                          |                          |
| Please tick the box if you are approved with OCR for general qualifications (eg GCSE or A Levels) |                      |                          | <input type="checkbox"/> |

|  |                      |
|--|----------------------|
| Name of Head of Centre (including title and initials)                    | <input type="text"/> |
| Name of the person who will be centre co-ordinator (including job title) | <input type="text"/> |
| Email for correspondence eg Exams Officer (optional)                     | <input type="text"/> |

## Head/parent organisation details

If your centre is part of a larger business or a franchise, please provide the name and address of the head/parent organisation:

|         |
|---------|
| Name    |
| Address |

## 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 Additional venues (CPC specific) please note an inspection visit and fee is required per venue.

|                  |
|------------------|
| Name and address |
| Name and address |

### 3 Other approvals

|  |                          |               |                          |      |                          |     |                          |
|--|--------------------------|---------------|--------------------------|------|--------------------------|-----|--------------------------|
| If you are currently an approved centre of another awarding body please indicate ✓ |                          |               |                          |      |                          |     |                          |
| Pearson  | <input type="checkbox"/> | City & Guilds | <input type="checkbox"/> | NCFE | <input type="checkbox"/> | AQA | <input type="checkbox"/> |
| Other (please specify)   |                          |               |                          |      |                          |     |                          |

### 4 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 C – Qualifications

Please state here the qualification type(s), title(s), and code(s) you wish to deliver. Ensure you have referred to the guidance notes to determine if any other information, supporting documentation or fees are required as part of your application.

Please take care to ensure that the correct qualification details are used. For a full list of the qualification types, titles and codes please refer to the admin guides on our website [www.ocr.org.uk/admin-guides/](http://www.ocr.org.uk/admin-guides/)

| Scheme/entry code | Qualification title and level | Proposed start date | Average number of candidates per annum |
|-------------------|-------------------------------|---------------------|--|
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |
|                   |                               |                     |  |

### Functional Skills Qualifications/Certificates of Professional Competence (CPC)

Please indicate ( ✓ ) your assessment method (can be either or both options)

On-Screen Tests

Paper Tests

## SECTION D Declaration – to be signed by the Head of Centre

I confirm that I am the Head of Centre and will be responsible and have 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 as defined in section B1:

- has the necessary level of financial, technical and staffing resources and systems necessary to support the delivery of OCR's vocational qualifications
- will use buildings/facilities for assessment purposes that permit 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
- will adhere to OCR's Terms of Business and Copyright as detailed on our website [www.ocr.org.uk/about-us/terms-of-business/](http://www.ocr.org.uk/about-us/terms-of-business/)
- will operate in accordance with the common awarding body regulations as detailed on our website [www.ocr.org.uk/about-us/our-policies/regulations/](http://www.ocr.org.uk/about-us/our-policies/regulations/)
- where appropriate will operate in accordance with:
  - JCQ's General Regulations for Approved Centres, which can be found at [www.jcq.org.uk/exams-office/general-regulations](http://www.jcq.org.uk/exams-office/general-regulations)
  - JCQ's 'Instructions for conducting examinations' which can be found at [www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)
  - OCR's 'Instructions for conducting examinations' which can be found at [www.ocr.org.uk/admin-guides/](http://www.ocr.org.uk/admin-guides/)
- will ensure that candidates have provided valid proof of identity and are eligible to study in the UK
- has the systems and controls in place to ensure consistency of:
  - the standards and the security of assessments and assessment records
  - the tracking of learner progress and transmission of assessment outcomes
  - the recording of accumulation and transfer of credits and exemptions
- has policies and practices that support equality of opportunity
- will provide OCR and/or the regulatory authorities (e.g Ofqual, WJEC, SQA) with access to premises, people and records
- will co-operate with OCR's monitoring activities
- will support candidates in the event of centre closure
- has systems, where appropriate, for candidates appealing against internal assessment decisions
- has quality assurance and management processes that apply across all satellite sites
- has arrangements in place where required to:
  - obtain on behalf of its learners a unique learner number (ULN) and a learner record
  - use the record of the learner's previous achievements in the learner record to ensure that opportunities for credit transfer and exemption are maximised, provided 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 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 |  |
| Name in BLOCK CAPITALS      |  |
| Date                        |  |

## APPENDIX A – OCR CRITERIA FOR VERIFIED QUALIFICATIONS

### FULL CENTRE APPROVAL

Complete this Appendix if you are applying for approval to offer verified qualifications for the first time with OCR. Please note that you must be able to provide supporting evidence for all of the criteria detailed on pages 5-8 in order to gain approval.

| Criteria  | OCR Criteria 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.  | IV0              |   |                     |
| There is a policy to carry out internal verification by appropriately qualified and experienced staff for each N/VQ to meet the qualification and OCR guidelines.   | IV1              |   |                     |
| 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.                       | IV2              |   |                     |
| The organisation has a policy to allow access to premises, meetings, documents, data, candidates and staff for the purpose of external quality assurance.   | IV3              |   |                     |
| <b>Delivery Candidate Support</b>   |                  |   |                     |
| There are procedures to provide information, advice and guidance to candidates, and potential candidates, about N/VQs.  | CS0              |   |                     |
| 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. | CS1              |   |                     |
| There is a procedure to review the progress of candidates at regular intervals  | CS2              |   |                     |
| There is a procedure to identify and meet the particular assessment needs of candidates.  | CS3              |   |                     |
| There is an effective appeals procedure.  | CS4              |   |                     |

| Criteria  | OCR<br>Criteria Ref | Please indicate ( ✓ ) when supporting evidence<br>will be provided |                     |
|---|---------------------|--|---------------------|
|   |                     | Included with this<br>form   | At evaluation visit |
| <b>Monitoring and Review Records</b>  |                     |  |                     |
| There is a procedure to record, maintain and update details regarding: a) Candidates and their registrations b) candidate achievements and certification details c) internal verification.  | MRR0                |  |                     |
| There is a procedure to record candidates' achievements, in line with the centre's access and fair assessment policy.   | MRR1                |  |                     |
| 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.   | MRR2                |  |                     |
| <b>Monitoring and Review</b>  |                     |  |                     |
| There is a procedure to disseminate actions identified by external quality assurance visits and to implement corrective measures identified.  | MR0                 |  |                     |
| There is a procedure to review, monitor and apply the internal verification strategy against current qualifications and OCR requirements, and for corrective measures to be implemented.  | MR1                 |  |                     |
| 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 centres' stated aims and policies b) inform the review of future qualification development activity. | MR2                 |  |                     |
| <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.  | MS00                |  |                     |
| There is evidence to demonstrate the IVs and Assessors understand the centre's aims, policies and procedures in relation to N/VQs.  | MS01                |  |                     |
| 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.   | MS02                |  |                     |

| Criteria  | OCR<br>Criteria Ref | Please indicate ( ✓ ) when supporting evidence will be provided |                     |
|---|---------------------|---|---------------------|
|   |                     | Included with this form   | At evaluation visit |
| <b>Planning Management Systems continued</b>  |                     |   |                     |
| The centre has named an individual as the single point of accountability for the overall quality assurance, management and administration of these N/VQs.   | MS03                |   |                     |
| There are statements detailing roles, responsibilities, authorities and accountabilities of each assessment team and each internal verification team.   | MS04                |   |                     |
| 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.  | MS05                |   |                     |
| 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 quantity of N/VQ delivery. | MS06                |   |                     |
| The internal verification procedures are consistent with current qualification and OCR requirements; to ensure quality and consistency of assessment requirements.  | MS07                |   |                     |
| There is a procedure to make unit certification available for candidates.   | MS08                |   |                     |
| There are effective communication channels within assessment teams and with OCR.  | MS09                |   |                     |
| There is a policy to plan, monitor and review the centre's achievements against its stated aims.  | MS10                |   |                     |

| Criteria   | OCR<br>Criteria Ref | Please indicate ( ✓ ) when supporting evidence<br>will be provided |                     |
|--|---------------------|--|---------------------|
|  |                     | Included with this<br>form   | At evaluation visit |
| <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 relevant Health and Safety Acts. | R0                  |  |                     |
| In order to meet the demand for each N/VQ there are sufficient occupationally competent and qualified assessors and internal verifiers.  | R1                  |  |                     |
| There is a procedure for recording, implementing and reviewing staff development in line with each individual's identified need.   | R2                  |  |                     |
| In line with requirements, sufficient time and resources have been allocated for effective performance of the roles of assessor and internal verifier.                                       | R3                  |  |                     |
| There is a procedure to notify OCR of significant changes to resources as they happen.   | R4                  |  |                     |
| <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.   | A0                  |  |                     |
| There is a procedure to document and resolve N/ VQ queries; including qualification specification, assessment guidance and OCR requirements.   | A1                  |  |                     |
| There is a procedure and policy to carry out assessment by qualified and occupationally expert staff as required by each N/VQ.   | A2                  |  |                     |
| There is a procedure to support and countersign assessment decisions of unqualified assessors, with specific target dates for the achievement of relevant assessor awards.                   | A3                  |  |                     |



## APPENDIX B – OCR CRITERIA FOR VERIFIED QUALIFICATIONS

Complete this Appendix if you are already approved by OCR for other verified qualifications.

| Criteria   | OCR Criteria Ref | Please indicate ( ✓ ) when supporting evidence will be provided |                     |
|--|------------------|---|---------------------|
|  |                  | Included with this form   | At evaluation visit |
| <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 relevant Health and Safety Acts. | R0               |   |                     |
| In order to meet the demand for each N/VQ there are sufficient occupationally competent and qualified assessors and internal verifiers.  | R1               |   |                     |
| There is a procedure for recording, implementing and reviewing staff development in line with each individual's identified need.   | R2               |   |                     |
| In line with requirements, sufficient time and resources have been allocated for effective performance of the roles of assessor and internal verifier.                                       | R3               |   |                     |
| There is a procedure to notify OCR of significant changes to resources as they happen.   | R4               |   |                     |
| <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.   | A0               |   |                     |
| There is a procedure to document and resolve N/VQ queries including qualification specification, assessment guidance and OCR requirements.   | A1               |   |                     |
| There is a procedure and policy to carry out assessment by qualified and occupationally expert staff as required by each N/VQ.   | A2               |   |                     |
| There is a procedure to support and countersign assessment decisions of unqualified assessors, with specific target dates for the achievement of relevant assessor awards.                   | A3               |   |                     |

Please return the completed form and any attachments to: [ocrvocationalapprovals@ocr.org.uk](mailto:ocrvocationalapprovals@ocr.org.uk) or post to OCR, Data & Reporting Team, Operations, Westwood Way, Coventry CV4 8JQ