

IRRv Application For Centre Approval

CENTRE DETAILS

Name and address of centre

Telephone number

Fax number

E-mail address

Name and position of person responsible for quality assurance of IRRv qualifications

Telephone number:

Fax/Email address:

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Name and position of person dealing with day to day administration relating to IRRV qualifications if different from above (the centre contact)

Telephone number:

Fax/Email address:

QUALIFICATION(S) FOR WHICH APPROVAL IS SOUGHT

3. CENTRE STATUS

3.1 Has your organisation made an application for approval to IRRV before (if yes, give details)?

Is your organisation approved as an assessment centre by any other Awarding Organisation (if yes, give details)?

Will the centre be made up of more than one organisation (a partnership/consortium)? If yes, give details of roles, responsibilities and accountabilities with regard to assessment, verification and administration. Continue on a separate sheet if necessary.

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MANAGEMENT/ADMINISTRATION

What system(s) will the centre use to administer the qualification(s)?

What system(s) will the centre use to maintain candidate assessment records?

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PHYSICAL AND STAFF RESOURCES

What physical resources are available for assessing candidates?

Give details of the technical experience of your:

Assessors

Internal verifiers / Quality Assurers

(Please attach CVs)

What arrangements will be made to enable assessors to gain appropriate qualifications if not already qualified?

How does the centre intend to review the professional development needs of its assessors and IQAs?

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EQUAL OPPORTUNITIES / DIVERSITY STATEMENT

Specify the centre's equal opportunities / Diversity / access to fair assessment policy

SAFEGUARDING/PREVENT

Specify the centre's safeguarding/prevent policies

ASSESSMENT

Specify the centre's assessment strategy for the qualification(s)

State the centre's policy on making special assessment arrangements for candidates with particular requirements

QUALITY ASSURANCE

Specify the centre's quality assurance strategy

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State your organisation's policy in the event of:

Candidate appeals against assessment decisions

Cases of suspected malpractice

Conflict of Interest

What step will the Centre take to protect the interests of the Learner if the Centre withdraws from the qualification

DECLARATION AND SIGNATURE

I hereby declare that the above information is correct and that the centre will comply with all relevant Awarding Body regulations, including providing access to External Quality Assurers and other Awarding Body representatives.

Signed by authorised signatory:

Date: