

Document Control		
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Linked Documents/Regulatory Requirements:	Active IQ’s centre risk management policy Active IQ’s quality assurance arrangements policy Active IQ’s role of the external verifier policy	
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Active IQ centre partnership policy

Introduction

This policy is aimed at centres that deliver Active IQ approved qualifications in partnership with another organisation or centre. The aim of this policy is to protect the integrity of Active IQ qualifications, ensure that the terms of our centre agreements are upheld, and to protect the interests of learners registered on to Active IQ qualifications.

Centre’s responsibility

It is important that all staff involved in the delivery of Active IQ qualifications are fully aware of the contents of this policy and its possible implications for their centre should they fail to comply with requirements specified by Active IQ in relation to the delivery of our qualifications.

Review arrangements

We will review this policy annually as part of our self-evaluation arrangements, revising it as necessary in response to customer and learner feedback, or best practice guidance issued by the regulatory authorities.

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What constitutes a partnership?

A partnership is a formal arrangement by two or more parties to manage and operate a business. In the context of delivering Active IQ qualifications, there are two types of partnership arrangements:

1. **Formal subcontracting partnership arrangement as defined by the ESFA;**
'Qualifications are delivered by a third-party organisation with whom the institution directly funded by the ESFA has entered into contractual arrangements for the delivery of a proportion of the education provision funded by the ESFA, and for which payments are dependent on student numbers and/or formula funding values'
2. **Collaborative partnership arrangement where two or more organisations agree to share the responsibilities and delivery of qualifications to learners**

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Centre's responsibilities where Active IQ qualifications are delivered in partnership with another organisation

- 1. Formal subcontracting partnership**
 - centres must declare the partnership to Active IQ, stating the qualifications to which the partnership relates and the name of the other party (Prime/ESFA funded provider)
 - provide a copy of the current signed contract between the two parties; this must be supplied annually to ensure Active IQ always has a current copy of the contract
 - complete the Active IQ partnership template detailing each party's responsibilities if this information is not already explicitly contained within the signed contract
- 2. Collaborative partnership**
 - centres must declare the partnership to Active IQ, stating the qualifications to which the partnership relates, and the name of the other party involved in the partnership
 - provide a copy of the current signed contract or service level agreement between the two parties; this must be supplied annually to ensure Active IQ always has a current copy of the agreement
 - complete the Active IQ partnership template detailing each party's responsibilities if this information is not already explicitly contained within the signed contract
 - the organisation responsible for registering learners must be an approved Active IQ centre. The details of the other party should be added as a separate site within Active Intel
 - if any aspects of delivery, assessment and/or internal verification are carried out by the other party, they must also become an approved Active IQ centre
 - all staff (from either organisation) who are responsible for any aspect of the delivery, assessment or internal verification of Active IQ qualifications, must be approved by Active IQ and added to Active Intel along with copies of their CV and certificates
 - in the event that one party is no longer able to uphold their responsibilities as set out within the partnership agreement, the remaining party must take full responsibility for all aspects of delivery, assessment and internal verification, and protect the interests of all learners currently registered on to Active IQ qualifications by ensuring that any learners affected have the opportunity to complete and be certificated for their chosen programme

Failure to inform Active IQ of any partnership arrangements may lead to sanctions being imposed on the centre (see Active IQ sanctions policy for details of sanctions that may be imposed).

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Active IQ's responsibilities

Active IQ is responsible for ensuring that the management, delivery, assessment and quality assurance of our qualifications meet the standards and requirements set out in our policies and by the regulatory authorities in respect of regulated qualifications.

Based on the partnership information provided, Active IQ may:

- adapt our quality assurance strategy for the centre to ensure all elements/both parties are subject to full quality assurance arrangements
- request additional information
- request additional assurances around the partnership arrangements
- request the other party becomes an approved Active IQ centre

Contact us

If you have any queries about the contents of the policy, please contact our external verifier team on:

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Active IQ partnership template

Partnership breakdown

Learner journey	Centre/Partner A responsibility	Centre/Partner B responsibility
Advertising courses		
Sourcing learners		
Pre course IAG		
Completion of course enrolment forms		
Completion of initial assessments with learners		
Provision of policies and procedures and named centre/partner		
Enrolment to funding organisation		
Ordering learning materials		
Registering learners with Active IQ		
Programme delivery		
Assessment (summative/formative/modular)		
Invigilating/provision of external theory papers		
Issuing of theory paper results		
Marking portfolios		
Internal quality assurance		
Certification with Active IQ		
Sending certificates to learners		
Named point of contact for learner complaints and appeals	Name:	
Expiry date of partnership arrangement	Date:	
Notes or comments		

Note – Please add more columns if partnership arrangement involves more than two centres/parties.

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Partner A Company Name (as named in agreement)	
Signature	
Date	

Partner B Company Name (as named in agreement)	
Signature	
Date	

Please note- we require confirmation from all parties involved that they agree with the responsibilities as set out within the partnership/table above- either by a signed agreement, or written confirmation via an email trail

Revision History

Document number	Date	Summary of changes	Author	Approved by
AIQ006270	31/10/2024	Accuracy Review	Mandie Percival	Kayleigh Lee

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