

Approving Additional Members of Staff at Approved Centres Policy

Abstract

This policy outlines the framework and procedures for approving staff employed at approved centres to ensure all staff engaged in the delivery, assessment, and internal verification of programmes meet the required standards

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Approved by: QI team

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V1.4	06/07/26	Document reviewed and retained as an interim control pending harmonisation following the planned merger (November 2026).

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Contents

1. Introduction	3
2. Centre's responsibility	3
3. Process for submitting approval for additional members of staff	3
4. What will Active IQ do next?	4
5. Data protection.....	4
6. Implementation and dissemination	5
7. Monitoring arrangements	5
8. Data retention.....	5
9. Contact us.....	5

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1. Introduction

This policy is aimed at centres delivering Active IQ approved qualifications or units. It outlines Active IQ's approach to approving additional/new staff members to ensure that all members of staff hold the appropriate qualifications to successfully deliver regulated qualifications.

2. Centre's responsibility

It is important that all staff involved in the management, delivery, assessment and quality assurance of Active IQ's qualifications are fully aware of the contents of this procedure and how Active IQ will work with them in ensuring that a high standard is consistently maintained to successfully deliver the qualifications as approved.

It is the responsibility of the internal verifier or lead internal verifier to ensure that the following information is held on file for each assessor, tutor, and, if applicable, internal verifier:

- current personal profile or CV
- relevant competence
- validated copy of their assessor award/certificate
- validated copy of their award in conducting internal quality assurance
- validated copy of their teaching certificate
- relevant certificates to demonstrate subject competence(s)
- continued professional development records for each approved member of staff

Active IQ accepts that in certain instances, centres employ a designated centre contact to manage these responsibilities.

This policy should be read in conjunction with the Active IQ Centre Agreement (Terms and Conditions) and Additional Qualification Approval form.

3. Process for submitting approval for additional members of staff

Approvals should be completed via Active Intel. Centres should create profiles for each staff member that is involved within the delivery, assessment or internal verification of the Active

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IQ qualifications. Within each profile, all relevant achievements for staff members should be listed with suitable supporting evidence uploaded. Each staff member should be linked firstly to the qualifications, and then to the roles for which they will be involved in.

By completing the approval process, you agree to be bound by the tutor, assessor and internal verifier requirements, as outlined in the relevant qualification guidance, as well as the declarations contained in the application form that you have completed for initial centre approval, and which forms the contract between Active IQ and your centre.

The centre understands that any misleading information provided in support of the staff approvals, or failure to supply CVs or other evidence upon request, may result in a sanction and possibly impact on other related qualification approvals or the centre's overall status.

4. What will Active IQ do next?

Your allocated external verifier will review any new staff members uploaded via Active Intel to ensure sufficient evidence of both role and technical competence have been provided to support approval against the requested qualification/s.

The outcome of approvals will be categorised as follows:

- Accepted (if the staff member is fully qualified and sufficient evidence of staff competency has been supplied)
- Part- accepted (if the staff member is not fully qualified and/or insufficient evidence of staff competency has been supplied) for example when a staff member is working towards a qualification but not yet achieved/certificated
- Rejected (if the staff member is not appropriately qualified and/or, no evidence of staff competency has been supplied)

Once completed, the approval outcomes will be available to the centre via the grey Audit button within the staff tab on Active Intel. From here, centres will also be able to see the external verifiers rationale for the status of each approval, and where applicable, the evidence that has been requested to support full approval.

5. Data protection

As a condition of your approval, you agree that we may collect, use and store your personal data, as described in the Active IQ privacy policy found on our website.

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We may also use your personal data in order to provide you with the best possible service, to administer your approval and qualification as set out in our privacy policy, and (with your explicit permission) keep you updated about our other services and products from time to time, in accordance with the requirements of the General Data Protection Regulations (GDPR).

6. Implementation and dissemination

This policy will be implemented immediately upon approval and available on Active IQ website.

7. Monitoring arrangements

We will review this policy and its associated procedures annually as part of our self-evaluation arrangements, revising it as and when necessary in response to customer, learner or regulatory feedback (e.g. to align with any appeals and complaints process established or revised by the regulators), or as a result of any trends that may emerge in relation to specific themes within complaints received. If you would like to feed back with any views, please contact us via the details provided at the end of this document.

This policy will be reviewed within six months to ensure the document is aligned, fit for purpose, and continues to meet operational, regulatory, and organisational needs following full integration.

8. Data retention

Active IQ will not keep personal data for longer than we need it. Once the retention period is over, and it is no longer justifiable to hold personal data any longer, data will be securely destroyed or anonymised.

9. Contact us

If you have any queries about the contents of this procedure, please contact the external verifier team or your allocated external verifier.

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