

APPLICATION FOR CENTRE APPROVAL

(To be signed and agreed alongside Active IQ's terms and Conditions, and adhered to in conjunction with Active IQs published policies)

PART 1: CENTRE REGISTRATION

1.1 Centre Details

Centre Name	
Registered Company Name	
Registered Company Number (if applicable)	
Centre Address (for correspondence)	Address:
	Postcode:
	County:
Centre Registered Company/Charity Address: (if different to one above)	Address:
	Postcode:
	County:
Centre Billing Address (if different to correspondence address)	Address:
	Postcode:
	County:
Telephone Number:	
Centre Web Address:	
Upon successful approval, Active IQ will detail your centre on our website. If you require alternative contact details to be shown on the website please enter them in the adjacent right hand box.	
Name of CEO, owner, Principal or head of organisation: (including title)	Name: Position: Phone: Email
Centre contact - name of the person with day to day responsibility for the management of Active IQ qualification(s):	Name: Position: Phone: Email
Name of a contact within your finance department (if applicable):	Name: Position: Phone: Email

1.2 Type of centre

Please tick the relevant box(es) below to indicate what type of organisation the centre is:

- | | |
|----------------------------------|--|
| School | HM Prison/Youth Offender Institution |
| 6th form/FE College | Private training provider (sole trader or limited company) |
| University or other HE Institute | Armed Forces |
| Other | Overseas Centre |

PART 2: QUALIFICATION DETAILS

2.1 Programme Provision and Resources

Please identify the qualifications for which you wish to be approved to offer as part of this application and also please identify the staff members involved with each qualification:

(NB A maximum of 5 qualifications can be applied for initially, additional qualifications can be applied for once you have gained full approval. Please ensure you read the staff requirements for each separate qualification as they may differ)

Level	Qualification Title	Name of allocated tutor	Name of allocated assessor/s	Name of allocated IV/s	Does the staff member hold suitable role specific qualifications (teaching/assessing/IV) to support the approval? Y/N	Does the staff member hold suitable technical competencies to support the approval? Y/N

NB: Please ensure you have CVs and original certificates for each staff application available at the qualification approval visit

<p>Please provide a brief summary of why you would like to offer our qualification(s) (we use these responses to continuously improve our services).</p>	
<p>To help us provide tailored on-going support please give a brief outline of some of the support and guidance you hope to receive from Active IQ (we use these responses to continuously improve our services).</p>	
<p>Please provide details of any other awarding organisation you are recognised and approved to offer qualifications by (including the title of the qualifications) and whether you hold Direct Claim Status for the qualifications.</p>	

Name of qualification (add further rows if necessary)	Name of awarding organisation	Direct Claim Status Y/N
<p>Provide details, and current status, of any sanction(s)/restriction(s) imposed by any other awarding organisation within the last 18 months (noting that any misleading information may impact on your approval status).</p>		
<p>Has your centre been refused centre recognition or qualification approval by another awarding organisation within the last 18 months for any qualification (if so, please provide details)?</p>		

2.2 Partnership Details

Please provide details of any partnerships you intend to use to deliver the qualification(s) you are seeking approval for. This would include any partners that are receiving Skills Funding Agency funding or where there may be divided responsibilities in respect of any aspect of the learner’s journey through the qualification, for example where the partner business is providing some/all of the qualification delivery team or where the partner business is responsible for registering learners with Active IQ. In doing so please provide clear details on the roles and responsibilities of each partner organisation. Please note: Centres will also need to provide Active IQ with a signed copy of each current Partnership/ Service Level Agreement, or alternatively, each partnered organisation will be required to complete and sign the Active IQ Partnership template to confirm the individual responsibilities within each organisation. Failure to provide up to date, accurate details may incur possible sanctions or withdrawal of centre approval status.

Organisation name	Partner Role	Partner Responsibility	Main Contact	Address

PART 3: POLICY AND PROCEDURES

Please tick the boxes below to confirm that you have the following arrangements and/or documents in place and that they are up to date and appropriately communicated across the centre and any partner sites/organisations, sub-contractors and third parties. **NB If you are a start-up training provider, please ask about our template policies**

<input type="checkbox"/>	Equal Opportunities and Diversity Policy
<input type="checkbox"/>	Arrangements to prevent and investigate instances of malpractice and maladministration
<input type="checkbox"/>	Learner appeals procedure/policy
<input type="checkbox"/>	Complaints handling policy and/or process which learners can access

If you do not have any of the above policies and/or arrangements in place provide a rationale for any that are missing, and a proposed date for their completion and availability for review by Active IQ:

PART 4: BUSINESS DEVELOPMENT SUPPORT

The information that you provide within this document will enable Active IQ to understand business and support requirements for your first 12 months of centre recognition with Active IQ, which will enable us to tailor our service accordingly.

**This is not a resource order form; however, it will provide Active IQ with an indication of your resource needs for the delivery of Active IQ qualifications.*

Qualifications required	Predicted learner numbers in first 12 months	Manuals required?*(Tick if yes)	eLearning required?*(Tick if yes)
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

PART 5: DATA PROTECTION

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

We may use your personal data in order to provide you with the best possible service, to administer your approval and qualification(s) as set out in our privacy policy, and (with your permission) to keep you updated about our other enhanced services and products from time to time.

<input type="checkbox"/>	Please tick here if you would like to receive information about products and services from Active IQ or related third parties, whom we feel, may be of interest to you.
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PART 6: VAT (Value Added Tax)

If you are an overseas centre or His Majesty's Prison Service, you do not need to complete this section.

Active IQ Ltd is required to charge and account for VAT on its sales of qualifications unless it has evidence from its customers that they have "eligible body" status, or that the learner is receiving VAT exempt Vocational Training under the provisions of the VAT Act 1994, Schedule 9, Group 6, Items 5 and 5(a).

To help you complete the table below, the definition of an "eligible body" or the supplying of VAT exempt Vocational Training, is provided and further information is available in the HM Revenue & Customs VAT Notice 701/30. Failure to respond fully will result in VAT being charged and so we ask for your co-operation to ensure that VAT is not charged unnecessarily.

It is the responsibility of the Centre to notify AIQ, in writing, of any changes to its VAT status that may affect the VAT treatment applied by AIQ to its supplies

Please confirm your status by ticking the appropriate box:

- School, university, sixth form college, tertiary college or further education college or other centrally funded higher or further education institution (defined as such under the Education Acts) or the governing body of one of these institutions;
- Local authority;
- Government department or executive agency;
- Non-profit making body that carries out duties of an essentially public nature similar to those carried out by a local authority or government department;
- Health authority;
- Non-profit making body that meets the following conditions;

A charity; professional body; company limited by guarantee; or an ad hoc group organising specific conferences or training events; that cannot and does not distribute any profits it makes; applies any profits that might arise from the supplies of education research or Vocational Training to the continuance or improvement of such supplies;
- Commercial provider of tuition in English as a Foreign Language.

We are not an eligible body but;

- We are a commercial provider which contracts or sub contracts to provide education or Vocational Training under one of the Government's approved schemes and our services are ultimately funded by The Young Persons Learning Agency, the Education Funding Agency, the Skills Funding Agency, a Local Authority, the National Council for Education and Training for Wales, a Local Enterprise Company or the European Social Fund (under a scheme approved by the Department for Education and Skills), in the provision of VAT exempt Vocational Training.

We understand that the VAT exempt treatment of qualifying supplies by AIQ will only be applicable to learners receiving VAT exempt Vocational Training. We will advise AIQ of any learners not receiving VAT exempt supplies of Vocational Training.

- We are not an "eligible body", and we do not supply VAT exempt Vocational Training.

Will you be providing programmes to learners who are under 18 years old, or vulnerable adults, with reference to specific safeguarding obligations? **Yes** **No**

If yes, please confirm that DBS (Disclosing and Barring Service) checks have been completed for relevant staff (ie those involved in the delivery, assessment or verification) **Yes** **No**

I declare that I am authorised by the above centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge

Signature _____

Position _____

Date _____

NB: Now please read, sign and return Active IQ's Terms and Conditions alongside this completed application form, as together, they form a binding agreement between the centre and Active IQ in line with regulatory requirements for Agreements with Third Parties

AIQ Centre recognition form NOV 2022 V5

Interim Agreement Report


2023-08-18

Created:	2022-11-11
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Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"AIQ Centre recognition form NOV 2022 V5" History

 Document created by Leianne Bromwich (leianne.bromwich@ascendlearning.com)

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