



EDI

Supporting learning
and performance

Centre Approval Application (UK)

This application form is for use by centres seeking approval to deliver EDI UK Qualifications that are not already delivering EDI qualifications.

Please complete all sections of the form in BLOCK CAPITALS and return to the address below or by email to pr@ediplc.com

Professional Register
EDI
International House
Siskin Parkway East
Middlemarch Business Park
Coventry
CV3 4PE

Please read the Centre Approval Application – Guidance Document for assistance in completing this form.

Any incomplete applications or applications that are not accompanied by the relevant CVs detailing career history, certificates and/or additional requirements forms, will incur a delay in the approval process, and will be returned to centres. Should you require any help to complete your application, contact the EDI customer enquiries team on 08707 202909.

Tel. 08707 202909
Email. enquiries@ediplc.com
www.ediplc.com

Please note if your application is for one or more of the following qualifications or types of programmes then there are additional requirements (detailed below). To obtain copies of the forms please contact the Customer Enquiries team on 08707 202909 or enquiries@ediplc.com

Qualification / Type	Additional form/requirements	Included
SIA Qualifications	<i>Delivery Requirements for SIA Qualifications form</i>	
Door Supervisor Level 2 QCF	<i>Delivery Requirements for SIA Qualifications with Physical Intervention</i>	
PTLLS/CTLLS	<i>Requirements for centres wishing to offer teaching qualifications information sheet and ensure that you provide evidence of meeting the criteria</i>	
Hairdressing	<i>Requirements for centres wishing to deliver Hairdressing qualifications information sheet and ensure that you provide evidence of meeting the criteria</i>	
Emergency First Aid at Work	<i>Requirements for centres wishing to offer the EDI Level 2 Award in Emergency First Aid at Work (QCF) information sheet and ensure that you provide evidence of meeting the criteria</i>	
Internally Set, Internally Marked Assessment Materials	<p>If you are applying for any qualifications that require internally set assessment materials then there are a number of options available.</p> <ul style="list-style-type: none"> ▪ Use of assessment materials provided by EDI (if available, these will usually be found in the support pack) <u>or</u> ▪ Assessment materials in published material which has been endorsed by EDI <u>or</u> ▪ Validated centre devised assessment materials. These must be approved in advance of use. Please send to EDI at same time as your application form 	
Endorsed Qualifications	Contact the customer enquiries team to discuss your enquiry and they will arrange for the appropriate form to be sent	

Section 1

Centre details

Centre name								
Centre main address (inc postcode) <i>(this address will be used for all correspondence, including invoicing and certificate dispatch)</i>								
Telephone number								
Fax number								
Centre web address								
UKPRN		NCN						
Do you use an eportfolio system?	If 'Yes' please provide information below							
Do you have centre approval with another awarding body or bodies?	If 'Yes' please provide information below							
Has an awarding body ever refused you an application or removed centre approval status?	If 'Yes' name the awarding body and give the reason and date of refusal or removal							
What type of organisation is your centre?	Institute of Further Education	Institute of Higher Education	Local Authority	Prison	Private Company	Private Training Provider	Public Company	Other (please specify)
Has your organisation achieved or received any of the following? <i>(Please provide date)</i>	Investors in People	ISO 9001/2	Scottish Quality Management Systems (SQMS)		Ofsted inspection (provide most recent date and grade)		Other (please specify)	
Head of centre								
Centre co-ordinator								
Single named point of accountability								
Email Address of point of accountability								

Centre details - continued

Please provide details of any satellite centres that require approval to offer the qualification(s) applied for. (Please complete additional pages if required)

Satellite 1

Centre/site name	
Centre/site address	
Centre/site contact	
EDI qualification(s) to be offered at this site	

Satellite 2

Centre/site name	
Centre/site address	
Centre/site contact	
EDI qualification(s) to be offered at this site	

Satellite 3

Centre/site name	
Centre/site address	
Centre/site contact	
EDI qualification(s) to be offered at this site	

Satellite 4

Centre/site name	
Centre/site address	
Centre/site contact	
EDI qualification(s) to be offered at this site	

Section 4

Quality assurance

Your centre must meet the following centre approval criteria:

(evidence must be made available during the centre approval visit for verification)

4a Resources		
Ref	Criteria	For EDI use only
A1	The centre's equal opportunities, access and fair examination policy and practice is understood and complied with by learners and examiners	
A2	The responsibilities of the examination and quality assurance team are clearly understood	
A3	Quality assurance procedures are clearly documented and are consistent with EDI requirements	
A4	Resource needs for specific qualifications are accurately identified and made available	
A5	Equipment and accommodation used for the purpose of examinations comply with the requirements of local Health & Safety regulations	
A6	There are sufficient competent and qualified assessment and quality assurance personnel to meet the demand of learners	
A7	There is an established appeals procedure which is documented and made available to all learners	
A8	EDI must be notified of any changes which may affect the centre's ability to meet the approved centre criteria	

Quality assurance - continued

Your centre must meet the following centre approval criteria:

(evidence must be made available during the centre approval visit for verification)

4b Conduct of tests and examinations (omit section 4b if your centre does not require approval to conduct examinations)		
Ref	Criteria	For EDI use only
B1	The centre meets EDI specification requirements: OS: Windows Platform Browser: IE 6.0 or above Screen Resolution: 1024 * 768 or above Client Software: Adobe Acrobat 7.0 or above Internet Connection : 1MB Broadband minimum	
B2	The centre has appointed an Examinations Coordinator who will be responsible for the administration and conduct of examinations	
B3	The Examinations Coordinator will appoint responsible persons to act as invigilators, oral examiners etc, as required. These staff should be listed under section 3 of this application	
B4	There are sufficient competent and qualified teachers/trainers and examiner personnel to meet the demand for examination of learners	
B5	The centre will ensure the security of the examination material in respect of storage and the handling process and has a lockable cupboard or safe in a secure room. Examination material will be handled by just the examinations secretary and question papers be unopened until the time of the examination	
B6	The centre has sufficient rooms and ICT resources as necessary to accommodate the proposed number of students to be examined at any one session	
B7	The centre has access to an IT technician during the examination period (IT qualifications and online assessments only)	

4c Records		
Ref	Criteria	For EDI use only
C1	Student records and details of achievements are accurate, kept up to date, securely stored in line with EDI requirements and local Data Protection Acts and available for external quality assurance and auditing purposes	

Section 5

Declaration

	For EDI use only
I confirm that the centre satisfies all EDI requirements in respect of this application and that the details are, to the best of my knowledge, correct.	
I confirm that all staff members involved in the delivery and assessment of the programmes are occupationally competent (Please ensure that section 3 has been completed, checked and signed).	
I confirm that this application identifies a single named point of accountability for the quality assurance and management of the qualifications for which approval is sought.	
I confirm that all relevant documentation relating to section 4a (including Internal Quality Assurance Policy, Assessment Policy, Equal Opportunities Policy, Health & Safety Policy and centre's Appeals Procedure) will be available for inspection at the centre's approval visit.	
I confirm that the centre will undertake to use buildings for assessment purposes that provide access for all learners in accordance with relevant legislation and EDI's Examination Guide for Centres	
I accept that EDI will hold and process the information given and may use it for any purpose deemed relevant to the organisation.	

Head of centre name			
Job Title			
Signed		Date	

EDI Quality Advisor feedback and comments (EDI use only)

Qualification	Level(s)	Competent IV(s) (Surname only)	Approved		
			Yes	No	Pending

Action(s) required (where applicable)

Qualification	Action required	Date to be completed

* Should more space be required, please complete on a separate form listing all required information

EDI Quality Advisor

Name _____

Signature _____ Date _____

Head of Centre

Name _____

Signature _____ Date _____

