

**Centre Application**

**Form**

**Version Control**

The below table displays information relating to when changes were made to this document and what changes have been made.

Please continue to check the FireQual website to ensure you are accessing the most recent version.

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| **Date of Update** | **Name** | **Description of Update** |
| September 2020 | Nic Preston | Creation of document |
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Introduction

FireQual was established in 2020 in response to a need to provide structure and rigour to qualifications that support the strengthening of the competencies of those involved in all aspects of fire safety and the wider building industry.

FireQual provide nationally and internationally recognised qualifications ensuring that wherever an individual achieves the qualification, they have met the same requirements providing confidence in the level of their knowledge and skills.

As a result, industry and employers can be confident in the knowledge and skills of those that work for them and the wider society can have confidence in those that provide services to them.

This application form should be completed by organisations applying for Centre approval who are **NOT** currently approved as a FireQual Approved Training Centre.

When a desktop review of your application has been successfully completed, you will be allocated a FireQual representative, who may need to undertake an evaluation visit either using our online system or by visiting your premises. The evidence you have provided in support of your application must be available for inspection during any evaluation activity.

The full criteria by which Centre approval will be assessed is set out in section 4 of this form.

All approved Centres are audited by FireQual to ensure continuing compliance with Centre approval criteria and by submitting an application for approval you are committing the organisation to maintaining standards to meet these criteria.

FireQual qualifications are assessed in two different ways, externally through e-Assessment or internally by the Centre through portfolio of evidence.

This application form is for those organisations who wish to apply to provide FireQual qualifications that are **internally assessed through portfolio of evidence only**.

If you wish to apply to deliver qualifications that are externally assessed through e-Assessment, please speak to a member of the FireQual team who will ensure you have the necessary application for completion.

Section 1: Centre Details(Only the information in this section will be displayed on the FireQual website):

|  |  |
| --- | --- |
| **Centre Name:** |  |
| **Companies House Registered Name:** |  |
| **Companies House Registration Number:** |  |
| **Full Postal Address:** |  |
|  |
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|  |
|  | **Postcode**: |  |
| **Telephone Number:** |  |
| **Email address:**  |  |
| **Web Address:** |  |
| **\*Confirmation of VAT Status:** | **Yes/No** |  | **VAT No.** |  |

**\*VAT STATUS**

**BACKGROUND**: Examination services are exempt from VAT if provided by an eligible body, to an eligible body or to an individual receiving vocational training that itself is not liable to VAT (i.e. from an eligible body). FireQual’s services include learner registration, setting and marking of examinations, accrediting and monitoring assessment centres and are therefore exempt subject to satisfying the conditions set out previously

**ELIGIBLE BODY**: FireQual is not an eligible body; therefore, the crucial factor as to whether or not it charges VAT on its services, at the standard published rate, is dependent on the status of its customer. For FireQual to be able to invoice Centres without charging VAT we require confirmation that you are an eligible body. In addition, FireQual needs confirmation as to who it is trading with. For example, for institutional examination centres FireQual needs to know if it is are trading directly with you or, perhaps, through a trading subsidiary. In most cases limited companies will not be eligible bodies and, in these circumstances, FireQual will have to charge VAT on its services at the standard published rate. However, it is likely that such organisations will be able to recover this VAT.

**EVIDENCE**: If you believe that your organisation can receive invoices from FireQual without the need to charge VAT then you must provide evidence to satisfy FireQual that you are an eligible body. FireQual will issue or continue to issue invoices with VAT charged at the standard published rate until it receives such evidence. If you are an eligible body but do not provide FireQual with this evidence then any VAT that FireQual charges and which you cannot recover becomes a cost to your business

**STATUTORY REFERENCES**: Section 4 of HM Revenue and Customs Notice 701/30 on Educational and Vocational Training may help you to determine whether you are an eligible body, or you may wish to seek appropriate professional advice

**PERSON OF ACCOUNTABILITY DETAILS** (For decision making and communication, etc.):

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Telephone Number:** |  |
| **Email Address:**  |  |

**FINANCE DETAILS** (For invoice and payment queries, etc.):

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Telephone Number:** |  |
| **Email Address:**  |  |

**QUALITY ASSURER DETAILS** (Responsible for the quality assurance of FireQual qualifications):

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Telephone Number:** |  |
| **Email Address:**  |  |

**FURTHER INFORMATION:**

|  |
| --- |
| **Which of the following applies to your organisation?** (please tick as appropriate)**:**  |
| **Emergency Service Provider** |  | **FE** |  | **HE** |  |
| **Government Body** |  | **Private Company** |  | **Professional Body** |  |
| **Other** (please specify)**:** |  |

|  |
| --- |
| **Please provide details of quality assurance programmes and/or initiatives that your organisation is currently part of (e.g. BSI, Customer First, IIP, ISO, Matrix, Total Quality Management) and the date of your last inspection (if applicable):** |
| **Quality Assurance Organisation/Agency/Initiative:** | **Currently Held (Y/N)** | **Date of Last Inspection:** |
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| **If your centre is approved by other Awarding Organisation(s), please provide further details:**  |
| **Awarding Organisation Name** | **Currently Held (Y/N)** | **Date of First Approval** |
|  |  |  |
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**PLEASE STATE WHETHER YOUR CENTRE HAS EVER:**

|  |  |
| --- | --- |
| **Had a previous Centre approval application declined or withheld?** | **Yes/No** |
| If yes, state by whom, for what reason, the sanction imposed, the action taken, the outcome and current position. |  |
| **Had a previous qualification approval application suspended or withdrawn?** | **Yes/No** |
| If yes, please give further details: |  |
| **Received any sanctions, such as suspension of registration/certification?**  | **Yes/No** |
| If yes, please give further details: |  |

**Failure to provide full details of previous applications that have been declined, suspended or withdrawn and/or sanctions imposed will result in immediate withdrawal as a FireQual Approved Training Centre.**

### Section 2: Qualifications

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| **DETAILS OF THE QUALIFICATION(S) TO BE OFFERED** |
| **Qualification(s)** | **Proposed date of first assessment** | **Number of registrations** |
| **First Year** | **Second Year** |
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### Section 3: Centre Personnel Portfolio Based Qualification Delivery

Complete this section if you are intending to provide FireQual qualifications that are internally assessed and quality assured through a portfolio of evidence.

|  |
| --- |
| **INTERNAL QUALITY ASSURER(S) - IQA** |
| **IQA Name** | **Qualifications internally quality assured** | **No. of allocated Assessors** | **IQA\* qualification held? (Yes/No)** | **IQA qualification target date, if applicable** |
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\*Not all FireQual qualifications require the IQA to hold a formal IQA qualification; however, all internal quality assurance practice should be in line with the latest standards. It is still recommended and seen as best practice that staff members either hold, are working towards or is managed by a person who holds an IQA qualification.

|  |
| --- |
| **ASSESSORS/TRAINERS** |
| **Assessor/Trainer Name** | **Qualifications assessed** | **Assessor/training\* qualification held? (Yes/No)** | **Assessor/training qualification target date, if applicable** |
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\*Not all FireQual qualifications require the Assessors/Trainers to hold a formal Assessor/Training qualification, however, all Assessor/Training practice should be in line with latest standards. It is still recommended and seen as best practice that staff members either hold, are working towards or is managed by a person who holds an Assessing/Training qualification.

### Section 4a: Centre Criteria for Those Delivering Portfolio Based Qualifications

The following section sets out the criteria your organisation will be expected to meet to gain approval for the delivery of FireQual portfolio of evidence based qualifications.

If you wish to deliver qualifications that are externally assessed through e-Assessment, please speak to a member of the FireQual team who will ensure you have the correct application for completion.

#### Resource

|  |  |  |
| --- | --- | --- |
| **Section Ref:** | **Criteria** | **Centre Supporting Statement** |
| 1.1 | There are sufficient competent and qualified assessors/trainers |  |
| 1.2 | There are sufficient competent and qualified internal quality assurers |  |
| 1.3 | Staff development is provided for assessors/trainers and internal quality assurers in line with identified needs |  |
| 1.4 | Resources are made available in line with identified needs required for qualification achievement |  |
| 1.5 | Equipment and accommodation used for the purposes of delivery and assessment comply with the requirements of relevant health and safety acts |  |

#### Candidate Support

|  |  |  |
| --- | --- | --- |
| **Section Ref:** | **Criteria** | **Centre Supporting Statement** |
| 2.1 | Information, advice and guidance about the qualification and assessment, including the appeals procedure, are provided to candidates |  |
| 2.2 | Candidates development needs are matched against the requirements of the qualification |  |
| 2.3 | Assessment planning is regularly reviewed with the candidate |  |
| 2.4 | Access to assessment is encouraged through the use of a range of valid assessment methods |  |
| 2.5 | Particular assessment requirements of candidates are identified and met where possible |  |
| 2.6 | Unit certification is made available to candidates |  |

#### Quality Assurance and Assessment Review

|  |  |  |
| --- | --- | --- |
| **Section Ref:** | **Criteria** | **Centre Supporting Statement** |
| 3.1 | Internal quality assurance procedures are documented and meet FireQual’s requirements |  |
| 3.2 | Assessment decisions are adequately sampled by IQAs to ensure the required qualification standards are met |  |
| 3.3 | Records of internal quality assurance activities meet FireQual’s requirements and ensure valid, reliable and consistent assessment |  |
| 3.4 | The IQA process is reviewed against FireQual’s requirements for internal quality assurance and improvements are implemented accordingly |  |
| 3.5 | Assessment is conducted by occupationally expert and qualified assessors/trainers |  |
| 3.6 | Internal quality assurance is conducted by occupationally competent and qualified personnel |  |
| 3.7 | Actions identified during external quality assurance activities are disseminated to appropriate staff and addressed accordingly |  |
| 3.8 | The Centre has provided FireQual with details of the locations and assessors/trainers allocated to each candidate |  |
| 3.9 | Requests from FireQual are complied with for access to premises, people and records for the purpose of monitoring activities |  |
| 3.10 | Evidence is presented in a format that facilitates ease of external quality assurance |  |
| 3.11 | Assessment decisions sampled meet the evidence requirements of the qualification(s) |  |
| 3.12 | If simulation can be used, it fell within the guidelines of the qualification |  |

#### Management and Administration

|  |  |  |
| --- | --- | --- |
| **Section Ref:** | **Criteria** | **Centre Supporting Statement** |
| 4.1 | The Centre's policies in relation to FireQual’s qualifications are supported by senior management and understood by the assessor/trainer and internal quality assurance team |  |
| 4.2 | The Centre's policies, including access and fair assessment policy and practice, are complied with |  |
| 4.3 | The roles and responsibilities of the assessors/trainers and internal quality assurers across all assessment sites are defined and understood |  |
| 4.4 | There is effective communication within the assessor/training and internal quality assurance team and with FireQual |  |
| 4.5 | FireQual is notified of any changes that may affect the Centre's ability to meet FireQual’s requirements |  |
| 4.6 | Assessors/trainers and IQAs have sufficient time, resources, and authority to perform their roles and responsibilities effectively |  |
| 4.7 | Candidate information and details of achievements are complete and accurate, and retained and transmitted in line with FireQual’s requirements |  |
| 4.8 | Queries about the qualification specification, assessment guidance or related FireQual’s materials are resolved |  |
| 4.9 | Information and recording systems enable candidate achievements to be monitored and reviewed in relation to equality, diversity and inclusion |  |
| 4.10 | Centre's achievements, and candidate, employer and other feedback is used to evaluate the quality and effectiveness of qualification provision |  |
| 4.11 | The Centre has a written procedure that would be implemented in the event that they had to withdraw from their role of delivering qualifications  |  |

### Section 5: Details of Satellite Centres

**If your centre intends to operate satellite/further assessment facilities, you need to provide full details, as follows:**

|  |  |
| --- | --- |
| **Satellite Location:** |  |
| **Full Postal Address:** |  |
|  |
|  |
|  | **Postcode**: |  |
| **Telephone Number:** |  |
| **Contact Name:** |  |
| **Email address:** |  |

### Section 6: Details of Partner Organisations

**If your centre intends to work with partner organisations, you need to provide full details, as follows:**

|  |  |
| --- | --- |
| **Partner Organisation:** |  |
| **Full Postal Address:** |  |
|  |
|  |
|  | **Postcode**: |  |
| **Telephone Number:** |  |
| **Contact Name:** |  |
| **Email address:** |  |
| **Relationship to Main Centre:** |  |

**If necessary, please add any further satellite/partner details on a separate sheet and include this with the application form**

### Section 7: Supporting Documents

**The following documents must be included with your completed Centre Approval application form:**

|  |  |  |
| --- | --- | --- |
| **Document Type** | **Description** | **Included with Application (Y/N)** |
| **Organisation chart** | Identifying the ‘single named point of accountability’, the assessment and internal quality assurance team and the location of any satellite centres (see below). The chart should be specific to the qualifications being applied for and should show the responsibilities and communication channels of all staff. |  |
| **Occupational competence records** | Evidence of the assessors/trainers and IQAs qualifications and experience to show how they meet the occupational competence requirements of the qualification(s) to be offered and any plans for continuing professional development. |  |
| **Assessment plan** | Demonstrating how learner induction, initial assessment and ongoing assessment will be undertaken and recorded. |  |
| **Statement on access to resources**  | Detailing the arrangements, the centre will have in place to ensure candidates can access the appropriate resources to meet the evidence and assessment requirements of the qualification. |  |
| **Appeals procedure** | Showing the steps that can be taken when a candidate wishes to appeal against a centre decision, to include the ability to escalate an appeal to FireQual and then the relevant Regulator once the centre appeals route has been exhausted, and how the centre plans to inform candidates about this process. |  |
| **Procedures to be implemented if unable to deliver qualifications**  | Please provide written procedure details that would be implemented should the centre withdraw from delivering FireQual qualifications, showing details of the support that would be provided to candidates in such an event to protect their interests. |  |
| **Policy for notifying FIREQUAL of significant changes to centre activity** | Showing how FireQual will be kept informed of any material changes to centre practice or operations, e.g. replacement of a key member of staff, IQA. |  |
| **Equal opportunities and equal access to fair assessment policy**  | Including details of the arrangements that will be made for candidates with particular assessment requirements and the plans that are in place to monitor and review candidates’ achievements in relation to access to fair assessment |  |
| **Health and safety policy** | Showing the arrangements that are in place to ensure that equipment and accommodation used in the delivery and assessment of the qualifications meet the requirements of relevant legislation |  |
| **Conflict of interest policy** | As part of the centre approval process, all centres are required to have in place a conflict of interest policy which is subject to review as part of the quality assurance arrangements in place for monitoring of centres. A centre must have systems and checks in place to ensure that an assessment or IQA activity is not undertaken by anyone who has a personal interest in the result of the assessment. Any potential or actual conflicts identified by the centre or by a member of FireQual external quality assurance team, must be reported to FireQual.  |  |

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| **Not enclosing all the documents as requested above may delay your application. If you are unable to provide any documents at this time, please give the reasons why:** |
|  |

### Section 8: Declaration

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| --- |
| **DECLARATION:** (to be signed by head of centre or similar on behalf of the centre) |
| **I declare that the information contained in this application is correct and current, and that I am authorised to make this application to be registered as an assessment centre with FireQual.** | **Please tick to confirm your acceptance of the following:** |
| **On behalf of the Centre, I agree to:** Operate in accordance with FireQual policies, regulations, requirements, procedures and guidelines; including any revisions or additions to those policies, regulations, requirements, procedures and guidelines that may apply. |  |
| Ensure there is sufficient financial, technical and staffing resources to support the appropriate delivery of FireQual qualifications for which approval is sought. |  |
| Undertake the delivery of all FireQual qualifications in accordance with Equalities Law. |  |
| Operate a complaints handling procedure and appeals process for the benefit of candidates. |  |
| Provide access to premises, people and records as required. |  |
| Co-operate with FireQual’s monitoring activities and assist the relevant Regulator in any investigations made for the purposes of performing its functions. |  |
| Set out procedures to be followed in the event of withdrawal of the Centre from its role in delivering a qualification and the support it will provide to candidates in such an event to protect their interests. |  |
| Ensure that the currency and accuracy of all documents specified in the attachments list will be maintained and implemented appropriately. |  |
| Adhere to FireQual’s Terms of Business at all times (as specified in FireQual’s Centre Agreement). |  |
| Ensure that promotion or advertising of FireQual’s qualifications and any and all other products and/or services is done in such a way as to not be misleading. |  |
| Ensure that any potential conflicts of interest are reported to FireQual as soon as they occur |  |
| If you wish to receive the FireQual e-newsletter, please tick this box. |  |
| **\*Signed:** |  | **Dated:** |  |
| **Name:** |  | **Position:** |  |

**Please email your completed application and supporting documents to: info@firequal.com**

**Please retain a copy for your records**