UKQS Centre Accreditation Application

Organizations wishing to become a recognized UKQS Centre can apply online using the following interactive online Accreditation Application Form.

1.1 Your Organization Details

Establishment Name

Establishment Type

Please tick in the appropriate box

- ☐ Further Education College
- ☐ Higher Education Organization
- ☐ University or Institute
- ☐ Private Training Provider
- ☐ NGO
- ☐ Overseas College or Education Provider
- ☐ Employer Organization
- ☐ Others (If other, please specify:

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
City	
Post Code	
Country	
Telephone No	
Fax	
Email	
Website	
Head of Centre	

2.1 Details of Accountable Officer for UKQS Qualifications

Title	
	☐ Mr.
	☐ Mrs.
	☐ Miss.
	☐ Dr.
	☐ Other, Please specify

Surname	
First Name(s)	
Job Title	
Email	
Telephone	
Mobile	

3.1 Details of Your Organization

Legal Status	Please provide the legal status of your organization:
	☐ Limited Company
	☐ Partnership
	☐ Not-for-profit Organization
	☐ Trust or Charity
	☐ If Other, Please specify [ ]

Please attach the document with the application.

Does the government of your country require education provider to be registered e.g. under specific regulatory or oversight council?

☐ Yes

☐ No

If yes, provide full details of the site:

UKQS
UK QUALIFICATIONS FOR SKILLS

Other Sites

If you have other site(s) and you intend to offer UKQS Qualifications there, please make separate application for each site.

Employees

Number of Full Time Employees:

Number of Part-time Employees:

Teaching Staff

Number of Teaching Staff to be involved in offering UKQS Qualifications:

Please attach the CV's of all teaching staff to be involved in teaching UKQS Qualification.

Do you have affiliations or accreditation of any other Awarding Body?

☐ Yes

☐ No

If yes, please list the bodies along with date of accreditation:

Has any awarding body ever refused you an application or removed centre approval status?

☐ Yes

☐ No

If yes, name the body and give reason(s) along with date of refusal or removal:

UKQS Qualifications

Please list the Qualification(s) which you seek approval for:

| **Security** | What facilities do you have for the security of UKQS examination material? |
| | |

□   (blank)

□   (blank)

□   (blank)

| **Facilities** | Please tick the facilities you provide or have for your learners: |

☐ Qualification Specific Resources e.g. Qualified teaching staff, study materials and management staff

☐ Library and/or Online Resources

☐ Computer Lab with internet

☐ Printing/Photocopying

☐ Hand-outs or lecture sheets

☐ Others, Please specify: _____

4.1 Details of Promoting UKQS Qualifications

| **Target Group** | Who are your target groups to be offered UKQS Qualifications? |

| **Proposed Enrolment** | How many students do you expect to enroll for UKQS Qualifications in one the first one year after your approval? |

| **Declaration of the Applicant** | Printing, publication or distribution of any promotional material(s) containing UKQS Qualification(s), Name, Trademark or Logo needs prior approval of UKQS. By ticking on 'Yes' below, you hereby affirm that you must obtain prior written approval before any promotional printing, publication or distribution of any promotional material(s) containing UKQS Qualification(s), Name, Trademark or Logo |

☐ Yes

☐ No

5.1 Required Documents

Legal Requirements

Please confirm that your Centre has the following docs in place:

- ☐ Fire Risk Assessment
- ☐ Health and Safety Policy
- ☐ Equal Opportunity Policy
- ☐ Disability Strategy
- ☐ Data Protection Policy
- ☐ Public Liability Insurance

Please note that the above are required for UK Centre's. Non-UK Centre's must comply with legal requirements of their own country. However, UKQS considers the above as a good practice for them.

Academic Policies

- ☐ Fair Assessment Policy
- ☐ Quality Assurance Policy
- ☐ Complaint Procedure
- ☐ Appeal Procedure

Please note that the above documents and policies should be made available at your offices during accreditation visit.

Staff CV's

All CV's of academic and administrative staff, who will be involved in offering UKQS Qualifications should be made available during accreditation visit. Please forward the CV of Accountable officer with this application.

Incorporation Certification

Please attach your incorporation certificate or document showing legal existence of your organization with this application.

Declaration

I, the Head of the Centre/Accountable Officer/Principal, hereby declare that the information given above is true to the best of my knowledge. I affirm that if we are approved as a UKQS Centre, we will comply with and adhere to the terms and conditions set by the UKQS. I also acknowledge that the approval is solely the discretion of UKQS authority.

- ☐ I Agree
- ☐ I Disagree

Your Signature: _____

Date of application: _____

Application Checklist:

Appropriate fee (UK/EU Applicants & Overseas applicants fees may differ)

☐ Incorporation Certificate/Trade License/Document confirming legal existence ☐ CV and Photo ID of 'Accountable Officer' (for UKQS Qualifications)

Documents listed in 5.1 above (legal and academic policies) available for inspection
☐ Application form duly filled in and signed Completed form should be sent to West Midlands House, Gipsy Lane, Willenhall, West Midlands, WV13 2HA, UK by post or to info@ukqs.org by email.

All payments should be made payable to UK Qualifications for Skills or UKQS Official Partners/Training providers

Payment Method

Bank Name: Barclays Bank
Sort Code: 204917
Account Number: 20636916