

Section 3: Centre and Candidate Registration

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3.1 Introduction

As an Awarding Organisation approved by Ofqual, Qualifications Wales and CCEA, ASDAN adheres to the General/Standard Conditions of Recognition, and has established systems and procedures in line with these criteria for all aspects of administration, assessment, quality assurance and quality control. ASDAN is committed to supporting centres in achieving qualifications for their candidates within the framework of these criteria. In accepting a registration, ASDAN requires an equivalent commitment from centres, and will work with them, from the point of registration, to ensure that the regulatory requirements are met.

3.2 Centre Registration

An application for centre registration must be completed online to register as an ASDAN centre; this can be found on the ASDAN website www.asdan.org.uk/join.

Centres are assigned to a particular region, each of which has a Regional Relationship Manager. The RRM's role when a centre registers includes providing advice and support. ASDAN believes that the key to the successful achievement of a qualification depends on providing appropriate training and staff development. A centre's first point of contact in this respect is their RRM. Contact details may be found on the website.

3.3 Adding programmes or qualifications

As a registered centre, a centre can log into the members area of the website and add programmes and qualifications to their registration at any time by clicking on **Add Course** in the My Courses section, and provide any additional information requested.

3.4 Centre Approval

Centres registering to deliver a qualification must complete the centre approval process before continuing. Full details of the requirements for centre approval are available separately in the document Centre Approval: Guidance for centres on the Qualifications section of the website.

Centre Approval **must be completed before a centre can access moderation.**

The **Centre Agreement** expires every year on the date that it was last completed, and must be completed and signed by the centre Head/Principal/Manager or other authorised person.

Staffing and Conflict of Interest statement

Staff details are required and must be updated online in the 'Contacts' section of the website on an on-going basis. Confirmation must be supplied of correct staffing details as well as confirmation that checks have been completed in regard to conflict of interest. Centres must submit these online each year and any time there is a change.

Policies and procedures

Centres registered **prior to the 1st September 2018** are required to upload identified Quality Assurance policies and procedures to the ASDAN website so that we can ensure that they meet regulatory requirements. Many centres will already have these in place as they are required by other awarding organisations and some are required by law. Key Points for centres documents, outlining what each of the policy documents needs to contain are available to view on the website.

Centres registered **since 1st September 2018** will require a Centre Approval Visit (see 3.5) at which policies and procedures will be examined. However they will also need to go to the centre approval page of the members area to:

- Sign and date the Centre Agreement online
- Complete the staffing and conflict of interest declaration online
- Confirm Satellite and Partnership arrangements

Satellite centres

Details of any satellite, partnership, consortium, franchise or sub-contract arrangements must also be submitted where relevant.

A satellite centre is a site associated with any part of the delivery of a qualification offered by an ASDAN approved centre. A satellite centre is not always an assessment site although it will have an office and staff. An assessment site is a location where a learner is being assessed for their qualification eg the workplace – it may or may not be a satellite centre. It may be temporary, eg an outdoor activity centre or an event where work is being carried out.

Satellite centres are required to meet the same centre approval criteria as the ASDAN approved centre and **we require that the satellite centre operates the same quality assurance processes and procedures**. Completion of the Satellite/Partnership Arrangements Form is a requirement, and must be completed on line and in advance of undertaking any assessment.

Third Party (franchise arrangements and subcontracted providers)

Where a centre uses any other provider to deliver any part of their ASDAN approved provision, they must inform ASDAN prior to commencing assessment, and complete the satellite and partnership form on line. If the subcontracted provider uses the centre's ASDAN registration number to register/certificate learners, even if they are an ASDAN approved centre in their own right, **the responsibility for ensuring the quality of delivery lies with the sub-contracting centre**, as per the Centre Agreement. If centres are in any doubt as to whether this applies to them, they should contact the Centre Support team for advice.

Centres must update these details on an annual basis.

When visiting a centre, the ASDAN EQA must know which satellite centres the learners are at and who is assessing or teaching them. The EQA may wish to also check the suitability of resources within any satellite centre.

If a registered centre has a number of satellite or partnership arrangements in place, any changes to their centre approval status will affect the entire operation. To notify ASDAN about a satellite centre or any changes to existing arrangements centres must complete and upload the Satellite and Partnership Arrangements Form or contact qualifications@asdan.org.uk.

Satellite/Partnership/Third Party agreements must:

- explain the background to, and purpose of, the agreement
- list and describe the activities to be undertaken, and who will do what
- record who will evaluate the effectiveness of the partnership and adherence to the agreement, and when evaluation will happen
- list the partners and the duration of the agreement
- give contact details of partnership representatives

- be in writing and signed by both parties

In addition, Satellite/Partnership/Third Party Agreements may include:

- Information about funding
- Confidentiality clause
- Other terms and conditions as appropriate

3.5 Centre Approval Visits

As part of the Centre Approval process an Approval visit is required. This applies not only to new centres but to existing centres adding a qualification for the first time or after being inactive for 12 months. The current fee for a Centre Approval visit can be found in the ASDAN pricing and fees document on the website.

The EQA carrying out the Approval visit will review the policies and procedures the centre has in place to ensure compliance with regulatory conditions and the centre's procedures for managing the assessment process, and will provide a report. There may be additional actions the centre needs to address before full approval is given.

3.6 Assessment Planning

Where a centre plans to start delivering a qualification, sample assessment plans for the qualification/s the centre is planning to deliver will need to be approved. Guidance on developing assessment plans, templates and examples are available on the members website.

3.7 Introductory Training

Undertaking centre training is a mandatory requirement for centres delivering ASDAN qualifications. Introductory workshops are held throughout the year in venues across the UK and Ireland. These cover the processes involved, offer guidance on delivery and moderation and explain how to maximise the benefits of each qualification. Alternatively centres can arrange in-house training/INSET. Centres can book places on workshops and request INSET via the ASDAN website.

Before a registered centre can start delivering a new qualification, specific training for the new qualification must be undertaken. It is a requirement that centre staff maintain a current level of knowledge and experience in relation to each qualification; therefore approval for the delivery of identified qualifications may be suspended if training has not been attended for a period of five years.

Support and Standardisation meetings

There are also regional support meetings offered in the autumn and spring terms for most qualifications, which are run by regional staff for the area. ASDAN encourages centres to attend as they offer valuable support to centres and also give the opportunity to network with other centres in the same area.

3.8 Centre portfolio

Centres are strongly advised to create a centre portfolio to support their application for registration and to build up a picture of the centre's development and practice. The portfolio can be used to inform new practitioners and managers - as well as External Moderators/RRMs/EQAs - of current practice.

It is important that the portfolio is kept up to date and stored centrally within the organisation. It is very helpful if it can be made available to the EQA if required.

The following index is provided as guidance, but is not exhaustive:

Portfolio index

1. Centre details (to be kept up-to-date)
2. Staffing details including qualifications/experience (to be kept up-to-date)
3. Application for Centre Registration (confirmation) and Additional Networks registration document/s (confirmation)
4. Centre Approval Documents
5. Centre Reports and Moderation Reports (copies)
6. Records of internal meetings of assessment and internal moderation team
7. Records of support/standardisation meetings attended
8. Candidate registration records
9. Candidate portfolio moderation records
10. Equal Opportunities policy and action plan for implementation

3.9 Candidate Registration

Stage 1: Candidate Registrations and booking Moderation

Candidate registration and requests for moderation for ASDAN qualifications are completed together, via the relevant 'My Courses' page within the members area of the website, www.asdan.org.uk

The candidate registration fee covers the administrative costs of registering the candidate for the qualification, co-ordination of moderation, awarding and certification, and is payable in full each time a candidate is submitted for moderation.

The exception to this arrangement is where an existing candidate who has achieved the **Personal Progress** Award (8 credits) or Certificate (13 credits) goes on to achieve further units in order to claim the Diploma (37 credits). In this case the centre will be invoiced the difference between the Award/Certificate and the Diploma candidate registration fees, in place of the normal candidate registration fee, to cover the costs of moderating the additional units.

See the ASDAN Pricing and Fees document, published separately, for current candidate fees.

CoPE and AoPE only

For CoPE and AoPE, the registration of candidates includes ordering a mandatory student book at the relevant level for each candidate. Centres are therefore recommended to register candidates as early as possible in order that student books can be supplied to centres (**names are not required until candidates are ready for external moderation**).

When registering candidates, centres are requested to indicate the planned moderation window for the candidates being registered. ASDAN will contact the centre to arrange the moderation date and will raise the candidate registrations invoice.

CoPE/AoPE centres that have candidate registrations/student books 'in hand', purchased prior to September 2019, will be able to use these until 31 August 2022.

Booking a moderation date

To arrange a moderation date, the centre must complete the 'Request a moderation' form in the members area of the website with a preferred moderation date. This date is sent to ASDAN to be agreed and confirmed. Once confirmed by email, the centre can access and complete the registration of candidates by name.

Stage 2: Registration of Candidate Names

Centres are requested to submit candidate names for moderation before 31st October, for moderation in the current academic year. There are additional late booking fees for moderation requests received between 31st October and 31st December, and a further late fee for booking requests received later than December (see ASDAN's Pricing and Fees document, downloadable from the ASDAN Programmes and Qualifications: Costs website page for current rates).

Centres submit candidate names for external moderation via the Tutor Portal area of the ASDAN website. Individual candidates' names, dates of birth, gender and ULN (optional) are required, at the latest, **four weeks** prior to the external moderation date.

Candidates will be fully registered when Stage 2 has been completed.

Recognition of Prior Learning (RPL)

At the point of registering candidate names for external moderation (Candidate Registration form), requests for Credit Transfer, Exemptions from CoPE/AoPE and non-certificated Recognition of Prior Learning must also be submitted.

The forms are downloaded from the Members Area, completed and emailed to qualifications@asdan.org.uk at the point of the candidate registration form being submitted. If supporting documents are required, these are emailed or posted through to assist with validation.

If ASDAN is unable to validate the claim, the centre will be notified by email.

3.10 Guidelines on ULNs

Unique Learner Number (ULN)

A Unique Learner Number (ULN) is a 10-digit identifier which is applied to the Personal Learning Record of anyone over the age of 14 involved in UK education or training.

It allows learners to build a lifelong record of their learning participation and achievements, which they can then access and choose to share.

Learner Registration Service (LRS)

This is an internet-based service which enables centres to generate a ULN for their candidates. It allows centres to check whether a prospective candidate has a ULN and if they do not, to obtain one.

The following link <https://www.gov.uk/government/collections/learning-records-service> provides all the information required to register candidates with the Learner Registration Service.

Help and support about the LRS is available from the service desk

Email: lrsupport@sfa.bis.gov.uk; Telephone: 0345 602 2589

Verifying ULNs

ASDAN is required to check that ULNs provided by centres are recognised by the LRS.

If ASDAN is not able to verify a ULN, we will contact the centre by email to ask that they check the candidate details with the LRS and resubmit the correct information, before registration of the centre's candidates can be completed. The centre will need to check that both ASDAN and the LRS hold the correct data on their candidates (name spellings, dates of birth, gender, as well as ULN number) as this is the criteria against which the ULNs will be validated.

3.11 Centres ceasing to deliver a qualification

A centre must be able to specify a process to be followed in the event of it withdrawing from its role in the delivery of a qualification (whether voluntary or not). A centre must ensure that it protects the interests of learners who have begun the qualification or completed the qualification by ensuring that these learners are not disadvantaged by the withdrawal.

For a centre to end their registration with ASDAN, or to remove one or more programmes or qualifications from their registration, then this must be emailed to cancellations@asdan.org.uk.

Once received, ASDAN will check to ensure that the centre is not currently undertaking any activity (materials purchasing, moderation) before processing the request. Confirmation will then be sent to the centre.