



A Guide to the Approval Process

This guide sets out the stages of applying for approval as a SFEDI Awards centre and the information you will be required to share during the application process

Introduction

We are delighted that you have chosen to work with us to promote enterprise and business support knowledge and skills development throughout the UK and internationally.

We would like to process your application as quickly as possible so it is important that all information requested within the online form is completed accurately and fully.

If you would like to discuss your application or would like support then please contact us on 0845 224 5928 or at customerservices@sfediawards.com.

The Application Process

Joining the approved delivery network is a simple 5 step process:

STEP 1

Complete the online centre application form and submit with the requested documents

STEP 2

Your completed application will be passed to a member of our Approval Team who will carry out a desktop evaluation to review the supporting documentation and request further information where needed

STEP 3

We will contact you to arrange an onsite approval visit, if required, to complete the application process with you

STEP 4

Feedback will be provided from the approval process either awarding full approved centre status to your organisation or providing an action plan for requirements to be met prior to approved centre status being awarded

STEP 5

When full approval has been achieved, we will provide access to a host of resources including support when registering your learners and delivering the qualifications

Completing the Online Application

Completing the online form is straightforward and split into nine sections:

- Application type
- Organisation details
- Key staff member details
- Qualification/unit details
- Quality assurance staff details
- Assessment staff details
- Centre approval criteria
- VAT exemption
- Declaration and submission

This guide aims to support you through completing the different sections of the application form but our Customer Service team are happy to answer any questions and provide support to you at all stages.

The form also has a handy Save and Continue Later function allowing you to email a weblink to yourself and return later.

Please note that the form must be completed within 30 days otherwise the Save and Continue Later weblink will time out.

So now you know the process what do you need to do to join the delivery network, let's look at the different sections in more detail.

Application Type

You can choose to apply to join either the SFEDI Awards centre network or the IOEE Academy network through our partners, the Institute of Enterprise and Entrepreneurs. Dependent on the type of programmes and products you intend to offer will depend on which option is best for you.

As a SFEDI Awards centre you can offer a wide range of qualifications regulated by Ofqual, SQA Accreditation or Qualifications Wales supporting your learners to develop their knowledge and skills in enterprise and business support.

As an IOEE academy you can offer a combination of SFEDI Awards qualifications, IOEE professional qualifications or gain recognition for your own in-house training programmes.

Whichever option you opt for, SFEDI Awards will provide the ongoing quality assurance for your offering and support to ensure that you are able to deliver your learning programmes in the best way possible to meet the needs of your organisation and learners.

The first choice within this section asks you to select whether you wish to apply to become a SFEDI Awards centre or an IOEE academy.

If you wish to apply to become an IOEE Academy you should do using the IOEE Academy application form at <http://ioee.uk/academy-approval-application/>.

This link is also displayed on the online form to allow you to easily click through to the IOEE Academy application form.

You will be asked to select whether you wish to pay the centre approval fee in one payment or split over the three years of your centre approval status.

Please note that if you choose to split the approval fee over the three years and decide to cancel your approved status within this time frame, the remaining amount will be payable at that time.

if you require a Purchase Order number for your invoices please select Yes and enter the number or select No and click the Next button.

Organisation Details

In this section, we require details of your organisation including:

- Organisation name
- Address
- Contact phone number
- Company email address
- Website address
- A description of your organisation
- Your main source of finance
- Breakdown of your current customer groups
- Details of any other approvals you hold, eg. ISO 9001, ISO 31000, matrix, IIP

Key Staff Member Details

For approved organisation we require contact details for the main personnel who will be involved in the management of the provision. In this section, you will be asked for the contact details for the following people:

- **Single Named Point of Accountability** – main point of contact between SFEDI Awards and the centre. This is the person who will receive all communication from SFEDI Awards and can request any updates to centre information or submit applications for additional qualifications or units to be added to the centre
- **Registration and certification main contact** – main point of contact for the centre who controls the registrations and certification claims
- **Finance main contact** – main point of contact for the centre who has overall responsibility for dealing with payment of invoices and/or dealing with any issues with payments

For each of the key staff members you will be asked whether they require access to Registr8, our registration and certification system.

We suggest that the three-people listed within this section have access so they can run reports, check on the registrations and certifications that have been processed on the system in case of discrepancies and also access invoices for payment.

Please note that for each person that you indicate requires access to the Registr8 system you will be required to upload a signed copy of the Registr8 User declaration as indicated by the file upload section.

Qualifications/Units for Application

In this section, you will be asked for the qualification or unit name and reference number, all of which can be found in the relevant qualification specifications on the SFEDI Awards website.

As well as the details of the qualifications/units you wish to be approved to deliver you will also be asked for an overview of how you intend to;

- Induct learners to the qualification/unit
- Assess the qualification/unit
- Quality assure the qualification/unit
- Meet the Guided Learning Hours and Total Qualification Time requirements

You are able to apply for up to five qualifications or units within the application, simply select yes where asked whether you wish to add an additional qualification/unit.

Quality Assurance Staff

To be approved you must have in place quality assurance personnel who will take responsibility for the oversight of the delivery of the qualification/unit.

In this section, you will be asked to enter the details of the staff member(s) you wish to carry out the role. You can enter the details of up to five members of staff as part of your application.

If you require more people to be added then please speak with a member of the Customer Service Team who will provide a link to an additional application section where you will be able to input their details.

Please note that for some of the qualifications available from SFEDI Awards quality assurance staff must hold the relevant qualifications to undertake the role. Information relating to this can be seen within the qualification specifications for each of the individual qualifications.

Copies of qualification certificates and up to date CVs, including CPD records, will be requested as part of the approval process and so should be made available on request.

For each of the quality assurance personnel you will be asked whether they require access to the Registr8 system.

If your key members of staff, as indicated earlier in your application, are in regular contact with the quality assurance personnel, or are indeed one of the quality assurance personnel, we suggest keeping the number of staff members who have access to the system to a minimum to help control who can register learners and claim for certificates.

If it would benefit the efficiency of how you run the qualification/unit to provide access to your quality assurance personnel then please feel free to do so.

Please note that for each person that you indicate requires access to the Registr8 system you will be required to upload a signed copy of the Registr8 User declaration as indicated by the file upload section.

Assessment Staff

To be approved you must have in place assessment personnel who will take responsibility for the training of learners and assessment of evidence against the qualification/unit requirements.

In this section, you will be asked to enter the details of the staff member(s) you wish to carry out the role. You can enter the details of up to five members of staff as part of your application.

If you require more people to be added then please speak with a member of the Customer Service Team who will provide a link to an additional application section where you will be able to input their details.

Please note that for some of the qualifications available from SFEDI Awards assessment staff must hold the relevant qualifications to undertake the role. Information relating to this can be seen within the qualification specifications for each of the individual qualifications.

Copies of qualification certificates and up to date CVs, including CPD records, will be requested as part of the approval process and so should be made available on request.

For each of the assessment personnel you will be asked whether they require access to the Registr8 system.

We would suggest that assessment personnel would not normally require access although, if it would benefit the efficiency of how you run the qualification/unit to provide access to your assessment personnel, then please feel free to do so.

Please note that for each person that you indicate requires access to the Registr8 system you will be required to upload a signed copy of the Registr8 User declaration as indicated by the file upload section.

Approval Criteria

In this section you will be asked to state whether you fully or partially meet the core principles that we use to approve organisation's wishing to work with us.

Principle 1

Organisations have appropriate operating procedures to ensure they are effective and sustainable and provide their products/services whilst being able to respond to market needs and changes.

Example of positive indicators:

The organisation:

- a. has a business plan, appropriate to the nature and scale of the organisation, to aid sustainability and growth and its ability to identify and respond to changes in the marketplace
- b. identifies, establishes and manages links, as appropriate, with other organisations, partnerships and networks to enhance their products/services
- c. has a marketing strategy, appropriate to the nature and scale of the organisation, to promote its products or services in an accessible manner to all identified target groups or individuals
- d. understands and complies with all existing and future legal requirements that may impact on the delivery of its products/services, eg. H&S, data protection, safety and welfare, equal opportunities
- e. has clear managerial and staffing structures, appropriate to the nature and scale of the organisation, and lines of communication between all levels of management and full, part-time and associate staff
- f. has documented, implemented and continually reviewed policies and procedures with regards to risk identification and management and self assessment and continuous improvement
- g. links staff performance within their role to the aims and objectives of the organisation and requirements of the products/services it provides and reviews this in a method appropriate to the size and scale of the organisation
- h. supports staff members to design and implement innovative and creative improvements to products/services
- i. has sufficient resources and facilities, appropriate to the nature and scale of the organisation, to meet the demands of its planned delivery model and uses them effectively to aid the delivery of the product/service

Principle 2

Organisations have appropriate assessment and quality assurance arrangements in place to maintain the integrity of the delivery of programmes of learning

Example of positive indicators:

The organisation:

- a. clearly sets out the behaviours, knowledge, skills and qualifications required by staff members and has strategies in place to develop these where not already possessed
- b. supports staff members to undertake continuous professional development and provides both time and opportunities to help with this
- c. provides assessment and quality assurance staff with sufficient time, resources and authority to perform their duties in a manner appropriate to ensure the integrity of the delivery of programmes of learning or qualifications
- d. has documented, implemented and continually reviewed policies and procedures with regards to:
 - a. standardisation of assessment and quality assurance activities
 - b. receipt and secure storage of assessment materials, coursework and other learner work as well as learner certificates
 - c. timely registration and certification of learners
 - d. conflicts of interest
 - e. maladministration and malpractice
 - f. event notification, ie. notification of unforeseen events that may have caused or have the potential to cause an adverse effect in the delivery or integrity of programmes of learning or qualifications
 - g. sampling strategies to aid continued quality assurance of programmes of learning or qualifications
- e. has arrangements in place to encourage the use of a range of assessment methods to aid the delivery of programmes of learning or qualifications and identify the individual needs and assessment requirements of learners and meet them where possible
- f. has arrangements in place to provide learners with information about their rights and responsibilities throughout the learning experience, eg. course description, assessment and quality assurance requirements, appeals and complaints, whistleblowing, reasonable adjustments and special considerations, information about the Awarding Organisation and Regulator, if applicable and potential progression routes
- g. has arrangements in place to address learning, medical and physical needs of learners who access its products/services

You can upload up to five documents that help to support your claims and provide information as to how you implement the practices you have in place. For example, an organisation applying for approval may upload copies of their learner induction paperwork, their quality assurance procedures, their business plan, etc.

Any additional evidence required will be requested as part of the desktop review.

VAT Exemption

Although the centre approval fee is not VAT exempt, for some organisation's they are able to claim VAT exemption for registration costs.

If your organisation is VAT exempt and does not need to pay VAT for registration costs please download the VAT Exemption Declaration, complete the sign off and re-upload within this section of the application form.

Declaration and Submission

In this section, you are signing the declaration prior to submission confirming that all information you have entered within the application form is true and accurate and that you have the authority to sign on behalf of your organisation.

Next Steps

Once you have submitted your application we will complete a desktop review of the information and one of our Quality Assurance team will be in touch to arrange for the approval visit to take place or to request further information or seek clarification if required.