

APPLICATION FOR APPROVAL AS A CENTRE FOR OCR VOCATIONAL QUALIFICATIONS

GUIDANCE NOTES

Introduction

We welcome your application for approval as an OCR centre to deliver Vocational Qualifications.

We want to process your centre approval application quickly so please read these guidance notes before you start completing the application form as they will help you provide the right information. The information that you provide will be protected by the Data Protection Act 1998 and will only be used with your consent.

All of the information that you need is on our website. However, if you require assistance in completing this form then please contact our Customer Contact Centre – details are at the back of this guide.

About this form

Please read the introductory information at the beginning of the application form, as you may not need to complete all sections.

The sections of the application form that you need to complete will depend on the qualifications you wish to offer and/or if you are an approved centre with OCR or another Awarding Body.

We have kept the form as minimal as possible, whilst ensuring we capture all the information required. However, if you do not have enough space on the form to complete your details, please continue on a separate sheet, ensuring it is included with your completed form and that it has your organisation's details.

The application form comprises two parts:

- The first part has four sections A – D which require your centre details and the qualification requirements.
- The second part consists of two appendices A – B which detail any additional information required for specific qualifications. They also request evidence that your centre meets the NVQ Code of Practice criteria.

Section A – Centre details

This information provides us with your centre and contact details for our records.

Note that if you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit worthiness. You need to have been established, and trading on credit terms, for a minimum of six months and able to supply us with two credit references (banks, solicitors and accountants are not considered as trade creditors and cannot be used as referees).

Section B – Your organisation

This information helps us identify the type and structure of your organisation, approval history, and any activity with other Awarding Bodies.

Your organisation may be located at one address, or it may consist of different locations that are defined as either satellite or assessment sites. All satellite centres must be based in the UK. However, if you have any exceptions to this that you need taking into consideration please contact us.

Section C – Qualifications

Please complete as per the example below:

Qualification type	Qualification title and level	Scheme / Entry code	Proposed start date	Average No. of candidates per annum
NVQ	Customer Service Level 1	06759	01-10-09	500
NQF	OCR Level 2 Certificate in Customer Service	05941	01-10-09	300
NQF	OCR Level 2 Award in Administration	03790	01-10-09	50

You may list several qualifications on one form. A full list of Vocational Qualifications can be found on our website which is updated regularly, and includes any entry or certification expiry dates. Please take care to ensure the correct qualification details are used. For a full list of the qualification types, titles and codes please refer to the Admin Guides on our website: <http://www.ocr.org.uk/administration/documents/vocational.aspx>

For qualifications where an inspection or approval visit fee applies, OCR will invoice you. **Please note** that for Certificate of Professional Competence (CPC) qualifications, an inspection visit and fee is required per venue.

Section D – Declaration

Please read this section carefully. It should be signed by the Head of Centre/Principal/Chief Executive who is accountable for your centre. By signing the declaration you are confirming that all the information provided is accurate and you commit to undertake the relevant actions to maintain the integrity of the qualifications.

Appendix A – Qualification specific criteria

For some qualifications we require additional information before approval can be considered. Please complete the section appropriate to the qualification(s) for which you are requesting approval.

Appendix B – N/VQ criteria

To offer NVQs and/or other verified qualifications you need to meet the approval criteria as laid down by the regulatory bodies. For each qualification for which you are requesting approval you will need to provide us with evidence that you comply with the criteria.

Please read all of the criteria and indicate in the box alongside each one, when you will be providing supporting evidence. We have provided reference numbers for all of the criteria for the NVQ code of practice.

Other useful documents

We have publications that will help you deliver Vocational Qualifications which we recommend you read before completing this form. These publications can be ordered through Publications - simply telephone: 0870 770 6622 quoting the item codes, or you can obtain these from our website
http://www.ocr.org.uk/administration/centre_app/vocational.aspx

Additional information

Qualifications that require an Inspection visit

Those qualifications that are examined, or contain units that are examined, may require an inspection visit prior to approval being agreed if:

- you are not approved with OCR to offer examined qualifications
- you are not a school or FE establishment
- you do not currently offer GCSEs or GCEs.

Note: The inspection will only be required for the first examined qualifications for which you request approval.

Qualifications that require an Approval visit

All qualifications that are verified, or contain units that are verified, will require an approval visit prior to approval being agreed.

Qualifications that require details of assessment personnel

Some qualifications, mainly those in the teaching sector, require details of assessment personnel to be provided as part of the accreditation conditions. Centres will be required to identify staff who will work as assessors and who meet the relevant assessment personnel requirements. In this case, you will need to provide us with copies of staff CVs with your application.

Assessment

For detailed information on how qualifications and units are assessed please refer to the OCR Admin Guides which can be found at <http://www.ocr.org.uk/administration/documents/vocational.aspx>

Fees

Our current fees, including those required for inspection and approval visits, can be found at http://www.ocr.org.uk/administration/fees_list/index.aspx

Please return your completed form and any attachments to:

**OCR
Allocation team
Operations
Progress House
Westwood Way
Coventry
CV4 8JQ**

Once we have reviewed your application we will contact you to advise you what happens next.

Contact details

For any enquiries relating to your approval please contact:

OCR Customer Contact Centre
Telephone: 024 76 851509
Facsimile: 024 76 421944
Email: vocational.qualifications@ocr.org.uk

If you have any queries relating to your approval that is specific to either Wales or Ireland, please contact your relevant National office:

OCR Cymru National Office
Telephone: 029 20537810
Facsimile: 029 20537820
Email: ocr-cymru@ocr.org.uk

OCR Ireland National Office
Telephone: 028 90 669797
Facsimile: 028 90 662343
Email: ocr-ireland@ocr.org.uk

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OCR (Oxford, Cambridge and RSA Examinations)
Head Office
Telephone: 01223 552552
Facsimile: 01223 552553
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