

## Centre Arrangements Policy

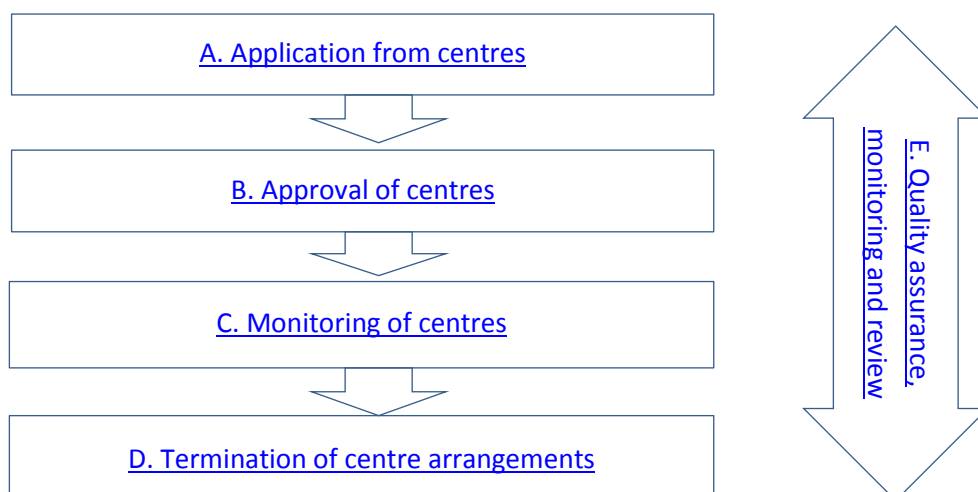
The purpose of the Centre Arrangements Policy is to set out the arrangements for approval and ongoing management (including termination) of relationships developed between The London Institute of Banking & Finance and schools, hotels, venues and other third parties (henceforth collectively known as centres) delivering The London Institute of Banking & Finance's Corporate and Professional or Financial Capability qualifications.

In managing its centre arrangements, The London Institute of Banking & Finance adopts key principles to ensure that:

- academic standards of its qualifications are maintained;
- appropriate and comparable learning opportunities are made available to learners, wherever a qualification is delivered; and,
- the arrangements for assuring quality and standards are rigorous, secure and can withstand scrutiny.

### Summary of Policy

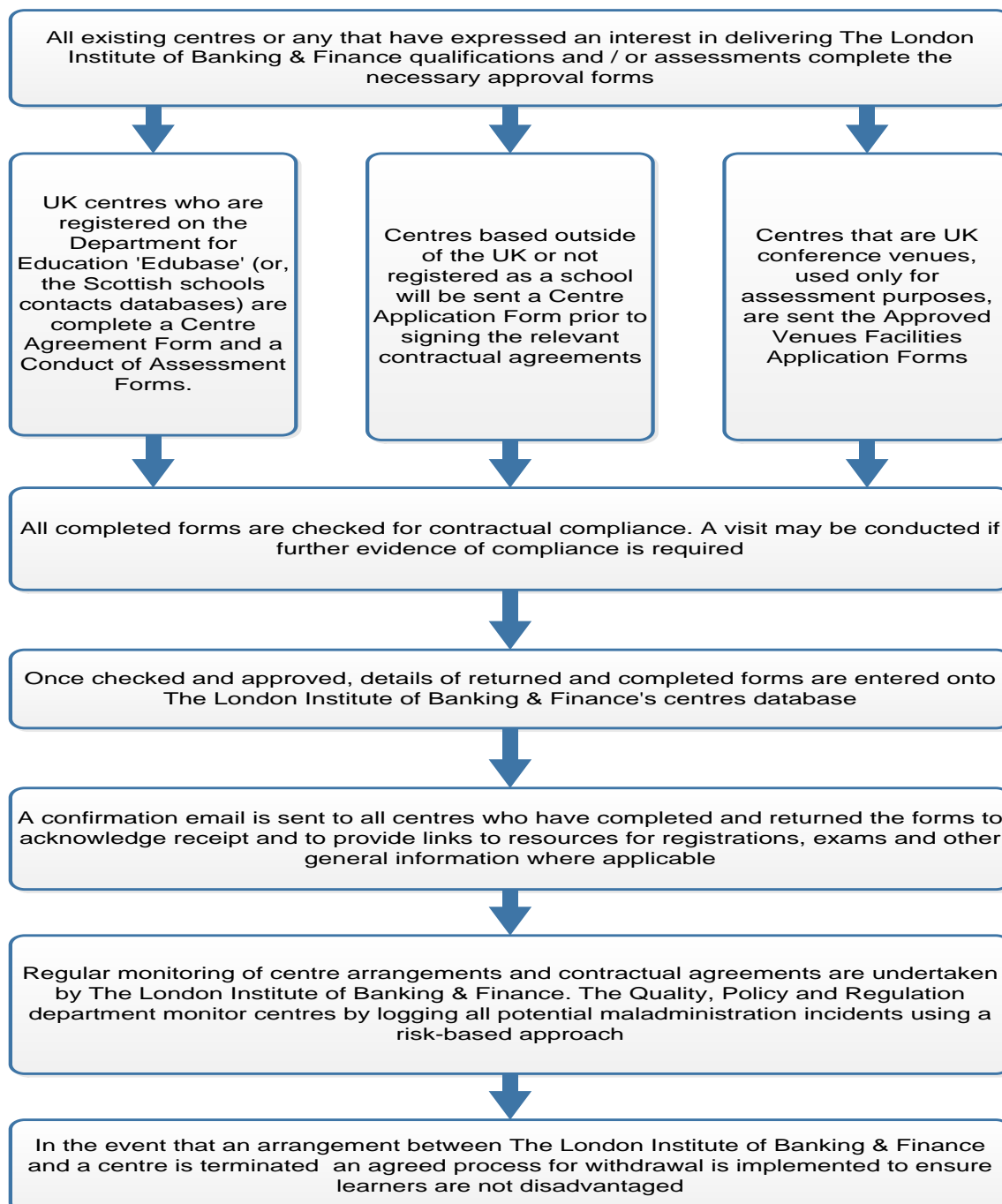
The key stages in ensuring the quality and standards during the approval and ongoing management, and possible termination, of arrangements for new and existing centres are set out in the diagram below.



We have arrangements with different types of collaborative partner which the qualifications regulators Ofqual, Qualifications Wales and CCEA term as 'centres', specifically for the delivery of some or all parts of a qualification. These include schools, colleges and independent assessment centres. The regulators' General

Conditions of Recognition (GCR) therefore define a centre as “An organisation undertaking the delivery of an assessment (and potentially other activities) to Learners on behalf of an awarding organisation”.<sup>1</sup>

A more detailed summary of the centre arrangements process for different types of centre is as follows:



All our assessments are set and marked by us without any delegation to centres in this respect. All centres and their learners are subject to the procedures set out in the appropriate policies and procedures.

<sup>1</sup> Ofqual, *Recognition Criteria*, p10

We understand that, for our corporate and professional qualifications, there are external training providers that offer support to learners undertaking those qualifications. Arrangements with external training providers are between the provider and the learner and are independent of The London Institute of Banking & Finance. Consequently, they are not covered by this policy.

## Section A – Application

- 1.1 In order to apply to become a recognised centre with us a prospective centre will complete the relevant application form depending on the nature of their provision. A registered school or college will complete the Centre Agreement form and the Venue Requirements Form, a centre that is overseas or not registered as a school or college will complete a Centre Application Form prior to signing the required contractual agreements, and a conference venue that will be used for assessment purposes only will be sent the Approved Venues Facilities Form and will be inspected by an invigilator. These different application methods enable us to understand the nature of the centre applying and ensure regulatory compliance.
- 1.2 In order to be approved, centres must confirm during the application process that they meet the following overarching requirements:
  - that centres take all reasonable steps to make sure that we are able to comply with regulators' General Conditions of Recognition;
  - that the delivery of qualifications is accessible and fair to all students, in accordance with the Equality Act 2010;
  - that they are sufficiently supported in terms of financial, human and physical resources to make sure of their effective delivery;
  - that quality assurance policies and procedures are rigorous, robust, sufficient and appropriate;
  - that all reasonable steps are taken to comply with requests for information (which may be via meetings or documentation) made by us or the regulators as soon as is practicable;
  - that assistance is given to us in carrying out any reasonable monitoring activities and to assist the regulators in any investigations made for the purposes of performing its functions;
  - that centres comply with all reasonable requirements made by The us in order to continue to deliver the qualification;
  - that centres will comply with the sanctions policy applied in the event that a centre fails to comply with these requirements;

- that centres operate a complaints handling procedure or appeals process for the benefit of students;
- that an agreed process with us is followed in any withdrawal of a centre (whether voluntary or not) from its role in delivering qualifications; and,
- that all reasonable steps are taken to protect the interests of students in the case of such a withdrawal.

## **Section B – Approval**

- 2.1 Before entering into any centre arrangement, we adopt a rigorous phased approach, covering search, screening, implementation and review. We consider qualification delivery, brand reputation, financial, legal and commercial aspects to inform the process of application and consideration of a potential centre.
- 2.2 An approval visit may be undertaken to the prospective centre to review how resources and systems will be mobilised to manage the arrangement at the partner institution. The decision to undertake a visit will depend on the level of risk identified by us during our review of an application.
- 2.3 The formal criteria for approving arrangements with a centre are agreed by the Centre Monitoring Group, for Financial Capability delivery, or by the Collaborative Provision Committee, for Corporate and Professional delivery. The process for approving Financial Capability centres following receipt of an application is delegated to the Assessment Operations department.
- 2.4 Once they have been approved, centres are bound by the terms of a formal contract with us which sets out the terms of the relationship, expectations and the role and responsibilities of the centre in the provision of, where applicable, tuition, assessment and student support services. In all cases, mechanisms need to be in place to make sure that quality assurance requirements are met.
- 2.5 In all cases, the delegation of powers by centres to other institutions is specifically excluded by the contractual agreement. Prior agreement is required in respect of any change to the agreed method of delivery. Prior approval is also required where a centre seeks to extend its delivery to additional locations, such approval being consistent with the approval of a new centre.
- 2.6 Once approved we ensure all relevant guidance and information for the purposes of the delivery is made available to the centre.

## **Section C – Monitoring**

- 3.1 Responsibility for the oversight and monitoring of centre provision lies with the Centre Monitoring Group and the Collaborative Provision Committee.

- 3.2 The Centre Monitoring Group and the Collaborative Provision Committee regularly monitors and discusses centres to identify and log any potential risks at centres. Monitoring is undertaken on a regular basis and supports the safeguarding against financial and / or other irregularities.
- 3.3 Centres are required to provide access or further information to inform us or the regulators of the monitoring of its delivery and / or assessment of a qualification.
- 3.4 Depending on the level of risk identified from centre monitoring, a more detailed review of, and / or visit to, the centre may be undertaken. This may be triggered by:
- concerns resulting from annual monitoring;
  - major changes in the nature and / or scope of the centre arrangement, or;
  - information gained about malpractice and / or maladministration by the centre, as detailed in the [Centre Malpractice and Maladministration Policy](#).
- 3.5 During the monitoring process, or in the event of a visit to the centre, we take all reasonable steps to ensure that it does not impose unnecessary or unduly burdensome requirements on centres

## Section D – Termination

- 4.1 An arrangement between us and a centre may come to an end for various reasons: an approved centre may decide to cease offering the delivery of a qualification; we may decide to cease offering the centre delivery of a qualification due to the centre's lack of compliance with its policies or the regulators' General Conditions of Recognition. In some extreme cases, we may decide that a centre poses a risk to our reputation and will seek termination of the relationship.
- 4.2 Once a notice of termination has been given by us to a centre or received from a centre, the following will apply:
- We will arrange an urgent discussion between us and centre staff to set out and agree the process and schedule for the withdrawal of arrangements. A clear timetable for the withdrawal of support services should be agreed.
  - We, either on our own or jointly with the centre, will communicate with each affected student informing them of the withdrawal of the centre support services, advising them of the timeframe for the transition arrangements and of the study and support options available to them.
  - The centre will continue to apply the approved procedures for the support and assessment (where applicable) of learners during the withdrawal period.

- We will remain committed to providing support to each learner to enable them to complete their qualification following the termination of the centre agreement.
- 4.3 In all cases the termination decision must be communicated promptly to us by the centre or to the centre by us. Communication of the decision must allow sufficient time for detailed transitional arrangements to be discussed and agreed.
- 4.4 An action plan must be agreed between our senior staff and senior representatives of the centre. The agreed notes of this discussion plus the action plan will serve as the basis of the exit agreement which will then be drawn up by us.
- 4.5 The action plan will include an agreed date for termination of the arrangements provided by the centre support services (including assessment where applicable).
- 4.6 The timeline for completion of the termination will be agreed by us with the centre on a case-by-case basis.
- 4.7 Once the timetable and detailed arrangements for the withdrawal have been agreed, we will write to the centre to confirm the arrangements for the termination of the arrangements.

## **Section E – Quality assurance, monitoring and review**

- 5.1 The policy is subject to regular monitoring and review in order to maintain the highest possible standards of consistency and quality.
- 5.2 The policy is formally approved by The London Institute of Banking & Finance's Centre Monitoring Group and Collaborative Provision Committee.
- 5.3 The policy has been developed to comply with all relevant legislation, the Ofqual, Qualifications Wales and CCEA General Conditions of Recognition and other relevant guidance.
- 5.4 The London Institute of Banking & Finance is subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales and CCEA.