



International Professionals Academy

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8 Duncannon St, London, WC2N 4JF,
United Kingdom.
T: +44(0)2038788618
W: www.ipauk.org.uk
E: info@ipauk.org.uk

Centre Approval Application Form

General Instructions / Notes

- International Professional Academy (IPA, UK) deems to reserve the right to ask for any additional information necessary for approval process. Where requested, the requisite documentation must be attached.
- If there are any difficulties in completing this form, please contact the IPA accreditation department at info@ipauk.org.uk
- Please complete all pages of this form for accreditation and post it to IPA(UK) at following address:

International Professionals Academy
Golden Cross House,
8 Duncannon St, London, WC2N 4JF,
United Kingdom.

OR

You can e-mail it here after completing all pages: info@ipauk.org.uk

- We consider each application on its own merits. Holding current approval/recognition with other bodies/organisations does not mean that you have fulfilled IPA (UK) centre recognition criteria. Therefore, we recommend you to self-evaluate your organisation's current policies, procedures, systems and practices against IPA (UK) approval criteria.
- Make sure that you meet IPA (UK) centre approval requirements.
- Please note that we do not charge for centre or qualification approvals. There are no centre or qualification renewal fees.

SECTION 1: CENTRE DETAILS

1.1. Centre General Details

Centre Name:			
Centre Address:			
Country and Postal Code			
Centre Tel No	Email Address	Centre Web Address	
Mobile Number	Fax Number	Company Registration Number	
Centre Type: <i>(please place X beside the most appropriate option)</i>	School	Voluntary organisation	
	Sixth form college	Armed force	
	Adult Higher Education	Overseas centre	
	University or HE centre	Private training provider	
	Employer	Other (please below)	
How many students are enrolled within your centre?			

1.2. Centre Staff Details

Please provide details of the following individuals within your organisation	
Head of Centre	
Full Name	
Email Address	
Telephone Number	
Fax Number	
Centre Coordinator	
Full Name	
Email Address	

Telephone Number	
Fax Number	
CV attached (Y / N)	
Internal Verifier	
Full Name	
Email Address	
Telephone Number	
Fax Number	
CV attached (Y / N)	
Holding V1 or equivalent qualification(s) (Y/N)	

1.3 Information about your centre approval

1.3.1	Is your centre approved under Tier-4 Category?	
	If Yes, what is your sponsor Licence Number?	
1.3.2	Is your centre member of any Professional body?	
	If yes, please write name of the professional body.	
1.3.3	Is your centre approved by any other Awarding Body/Awarding Organisation in UK?	
	If Yes, Please write name of the awarding body/organisation.	

SECTION 3 – MARKET NEEDS

Please outline your reasons to apply for IPA (UK) qualifications identified above.

SECTION 4: TARGET GROUP OF LEARNERS

Please provide the target group of learners.

SECTION 5: RESOURCES

Please place X beside the following facilities that you are providing to learners

- Library
- Computer Lab
- On campus Internet / WiFi Facility
- Online Resources
- Handout
- Qualification Induction
- Career Progressions
- Others, please state below

SECTION 6: TEACHING STAFF DETAILS

For each lecturer / tutor please attach the following to this application

Full Name	Academic Qualification	Years of Teaching Experience	IPA (UK) Qualifications / Modules

SECTION 7: ARRANGEMENTS FOR CONFIDENTIAL MATERIALS

What facilities do you have for the security of confidential material? For example 'Examination papers'

SECTION 8: AGREEMENT AND DECLARATION BY THE HEAD OF CENTRE

To offer IPA (UK) qualifications, head of centres is required declare the following agreement to ensure the delivery and assessment of qualifications will be according to the terms and conditions specified by the IPA (UK).

Please tick each row to declare that your centre,

No.	Declaration by the Head of Centre that the Centre:-	Tick
8.1	Will cooperate with the IPA (UK)'s standardization, moderation, and assessment processes.	
8.2	Will retain a copy of the learner's assessment and internal verification records for a period of three years following certification of the learner.	
8.3.	Will ensure that assessment are not undertaken by any person who has a personal interest in the result of assessment (e.g. internal verifier signing of their own assessments; someone assessing the work of a family member; or someone whose pay is underlie influenced by positive assessment results.	
8.4	Will provide all resources to learners according to the qualification specification and to comply with all requirement of the delivery of the IPA (UK) qualifications, units and qualifications as set in the IPA (UK)policies, procedures, and qualification handbook.	
8.5	Will ensure that appropriate and reasonable arrangements are in place to confirm the identity of all learners enrolled at your centre and registered with the IPA (UK)	
8.6	Will register learners with IPA (UK)on time according to 'Learners' registration policy' and aware about IPA (UK) sanction policy in the case of non-compliance of policy.	
8.7	Ensure that it has adequate managerial, information, administrative systems and other resources in place to undertake effective delivery, of the IPA (UK)qualifications.	
8.8	Ensure the security of any examination / assessment material in respect of storage and the handling process in line with the requirement of the IPA (UK)	
8.9	Confirms that the assessment procedure will be open, fair and free from bias.	
8.10	Implement the agreed equal opportunities access and fair assessment policies and procedures.	
8.11	Will comply with all relevant legislation (including data protection, health and safety and equality etc.)	
8.12	Information for the purposes of registration and certification will be complete and accurate.	
8.13	Will regularly monitor, review and evaluate our operations.	
8.14	Will use fair entry requirements for IPA (UK)qualifications	

8.15	Where appropriate to qualification / unit, has in place arrangements that allow for recognition of prior learning or accreditation of prior learning. Centre must have appropriate system to record exemption of unit or qualification.	
8.16	Will retain staff of appropriate size, competence, experience and track record for the delivery of IPA (UK) qualifications.	
8.17	Will not undertake any activity or advertising that could bring the name of IPA (UK) into disrepute.	
8.18	I understand that centre and qualification approval is subject to review, and if quality is not maintained approval may be withdrawn.	
8.19	Will maintain up to date staff record including tutors, assessors, verifiers, moderators, examination officer and centre coordinator etc.	
8.20	To take all reasonable steps to prevent incidents of malpractice or mal-administration and to report complaints, appeals, maladministration and malpractice cases to the IPA (UK) in timely manner.	
8.21	Will have appropriate arrangements and agreements with third party who provide consultancy services in the recruitment of learners, a copy of that agreement will be provided to the IPA (UK) on request.	
8.22	To assist and support the IPA (UK) and its regulatory authority in carrying out reasonable monitoring activities and investigation.	
8.23	Will take all reasonable steps to prevent the loss, theft of or breach of confidentially in, assessment materials, such an incident occur then the centre must inform to the IPA (UK) immediately.	
8.24	Will provide access to documents, records, data, staff, third parties agreements, and other resources required by the IPA (UK) and/or its regulatory authority during an investigation of centre of malpractice or mal-administration	
8.25	Will develop full action plans for managing incidents and rectifying the negative impact caused by any incident of malpractice or mal-administration, and which may include taking and proportionate action to ensure it does not occur in the future – copies of that file / action plans will be made available to the IPA (UK) on request.	
8.26	To cooperate with the IPA (UK) contingency plan as appropriate and to take reasonable steps to protect the interest of learners in the case of centre withdrawn.	
8.27	Will clear the invoice including the payment of registration, certifications and other invoice in timely manner.	
8.28	Will take all reasonable steps to guard against fraudulent or mistaken claims for certificates.	
8.29	Will follow IPA (UK) code of conduct of the examination and external assessment.	
8.30	Will work in line with any instruction issued by the IPA (UK) to change the marking of evidence generated by a learner during an assessment.	
8.31	Agrees to promptly notifying the IPA (UK) should a change of control occur in relation to the ownership of your centre.	
8.32	agrees to promptly notify IPA (UK) if your centres is convicted of a criminal offence; or is held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law; or is held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or becomes insolvent or subject to corporate financial restructuring or bankruptcy proceedings.	
8.33	Agrees to comply with current and any additional requirements from the IPA (UK), as in force from time to time and as outlined in their policies, qualification specifications	

	and centre guidance materials in doing so takes all reasonable steps to help ensure that IPA (UK) is able to comply with the regulatory requirements placed on it.	
8.34	Will take all reasonable steps to promptly comply with requests from the IPA (UK) for information, data or documents required by the IPA (UK).	
8.35	Has effective communications arrangements in place to ensure that your learners and staff are fully informed of the requirements associated with IPA (UK)'s qualifications.	
8.36	Will assist the IPA (UK) in carrying out any reasonable monitoring and moderation activities and visits to your centre and to assist the regulatory authorities should they carry out any investigation activities in relation to the delivery of regulated or non-regulated qualifications.	
8.37	Agrees to notify withdraw centre approval or qualification approval in according with centre / qualification approval process and/or is unable to continue IPA (UK) qualifications.	
8.38	Will cooperate fully with the IPA (UK) in cases where either the centre or the IPA (UK) decides it needs to withdraw the centre from its role in delivering a qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application by the IPA (UK) of sanctions (in accordance with our sanctions policy).	
8.39	Will promptly notify the IPA (UK) when it has cause to believe there has, or is likely to be, a major non-compliance with our documented procedures and requirements and/or associated regulatory requirements.	
8.40	Agrees and understands that if this application is accepted it will form the contract between the centre and the IPA (UK) and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of our centre.	
8.41	Agrees that if the IPA (UK) terminates the approval, giving notice in writing, that we shall immediately cease providing the qualifications (to which this approval relates) and all courses related thereto.	
8.42	Agrees to promptly inform the IPA (UK) of any material changes to the information given in this application. If you fail to do so, IPA (UK) reserves the right to terminate your approval by written notice to you, effective from the date stated in that notice.	
8.43	To the best of your knowledge (having made all due and careful enquiry) that there is no information, that if disclosed might reasonably be expected to affect IPA (UK)'s decision to approve the centre.	
8.44	Up-date our website to provide consistent, accurate and up-to-date information regarding IPA (UK) centre approval and qualification details as per IPA (UK) requirements.	
8.45	These terms and conditions stated above 8.1 to 8.44 shall be in force until either IPA (UK) or the Centre formally terminates the agreement.	

Your Full Name: _____

Signature: _____

Date Signed: _____

NOTE: Your application will not be considered unless centre has confirmed this agreement.

SECTION 9: SUPPORTING DOCUMENTS

Please tick that you are providing us following documents to assess your application against our Centre Approval Criteria.

1	Health and Safety Policy	
2	Fair Assessment Policy	
3	Internal Verification Policy	
4	Equal Opportunity Policy	
5	Record Keeping Policy	
6	Complaint Handling Policy	
7	Result Appeal Policy	
8	Teaching and Learning Policy (if any)	
9	CVs of Teaching Staff	
10	Certificate(s) of Professional Bodies	
11	Any Other Supporting Documents, For Example, Accreditation Body visit Report (if any)	

Return application to:

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