

# Becoming a centre with QNUK



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## Your centre application

The centre application couldn't be easier.

Step 1: Login to our system at [MyQNUK.co.uk/register](https://MyQNUK.co.uk/register)

Step 2: Enter your company details

Step 3: Upload policies – free templates available

Step 4: Read and sign the centre agreement if you are happy with it

Step 5: Submit your application and pay the application fee

Once we have received your completed application and fee, our centre support team will process it. Whilst we aim to process applications with 48 hours, however please allow up to 7 days. This may be longer if we require additional evidence or reassurances.

Once your centre has been approved, we will look to register your trainers and check your resources so that you can register to offer qualifications.

## Delivery staff registration

Registering your trainers, assessors and IQAs is as easy as ABC, first you need to check that your staff have the competence to offer our qualifications. These requirements can be found in our delivery resource requirements brochure.

To register a member of staff, visit [MyQNUK.co.uk](https://MyQNUK.co.uk), go to "our staff" and click to "add Staff". Add a username and password, upload and name files of certificates. Once you have uploaded our EQA team will check the certificates and other records and assign the relevant qualifications.

With the right resources in place you will be able to register to offer qualifications.

The application couldn't have been easier, and the centre development team were there when I needed them

**“QNUK has been the ideal  
Awarding Organisation to grow my business with”**



## Qualification Approval

Just pre-purchase 5 registrations to add a new qualification to your portfolio

## Qualification Approval

Now you have demonstrated the competence of your delivery staff it's time to consider the best qualifications that your centre will be offering. There is no need to register for every qualification when you start, there may be some key qualifications you have customers for, as your business grows, so can the portfolio.

To add a qualification to your centre, you will need to purchase 5 registrations. This will be held on account for up to 6 months. This way it is best to add new qualifications when you have a course planned.

Our EQA team will support you through each qualification and verify your first course where appropriate.

There is no additional charge for initial EQA activity



## Promoting your courses

To help grow your business, and maintain the integrity of regulated qualifications, it is important that you promote them responsibly.

Of course you also need to build your own brand, so, we have produced marketing materials for our most popular qualifications. These are free to download and tailor to your company brand, or of course, feel free to design your own

## Running your first course

Now that you have your trainers in place, your resources are ready and your learners are ready to learn. The qualification delivery is very straightforward.

1. Enrol learners
2. Deliver the learners with plenty of formative assessment
3. Assess learners
4. Collate results and complete the paperwork
5. Upload course and paperwork for verification
6. Receive and then send certificates to learners

We will quality assure your first courses to ensure you fully understand each of our requirements.

## Achieving Direct Claims Status

Direct claims status or DCS is awarded to those centres that have consistently demonstrated high standards of promotion, delivery, assessment and verification of our qualifications.

### How do you achieve direct claims status?

To achieve direct claims status, we need to be reassured that you are able to maintain the quality of our qualifications.

This quality follows the whole learner journey. This includes:

- Registering learners
- Effective teaching and learning
- Valid, consistent assessment decisions
- Quality assurance of assessment

#### ***Registering learners***

It is important that learners undertake the correct programme. A centre must ensure that they correctly advertise qualifications. We have produced guidance on this in our centre approval manual.

We will be looking to satisfy ourselves that you are responsibility promoting our qualifications, in line with our guidance.

#### ***Effective teaching and learning***

The first step in demonstrating effective teaching and learning is demonstrating competence in teaching and assessing and the subjects that your staff are offering.

These qualifications, along with documented, verifiable experience should be uploaded to each delivery staffs profile. We also require centres to confirm that they have the correct equipment to deliver each qualification. This equipment will be checked as part of our verification activities.

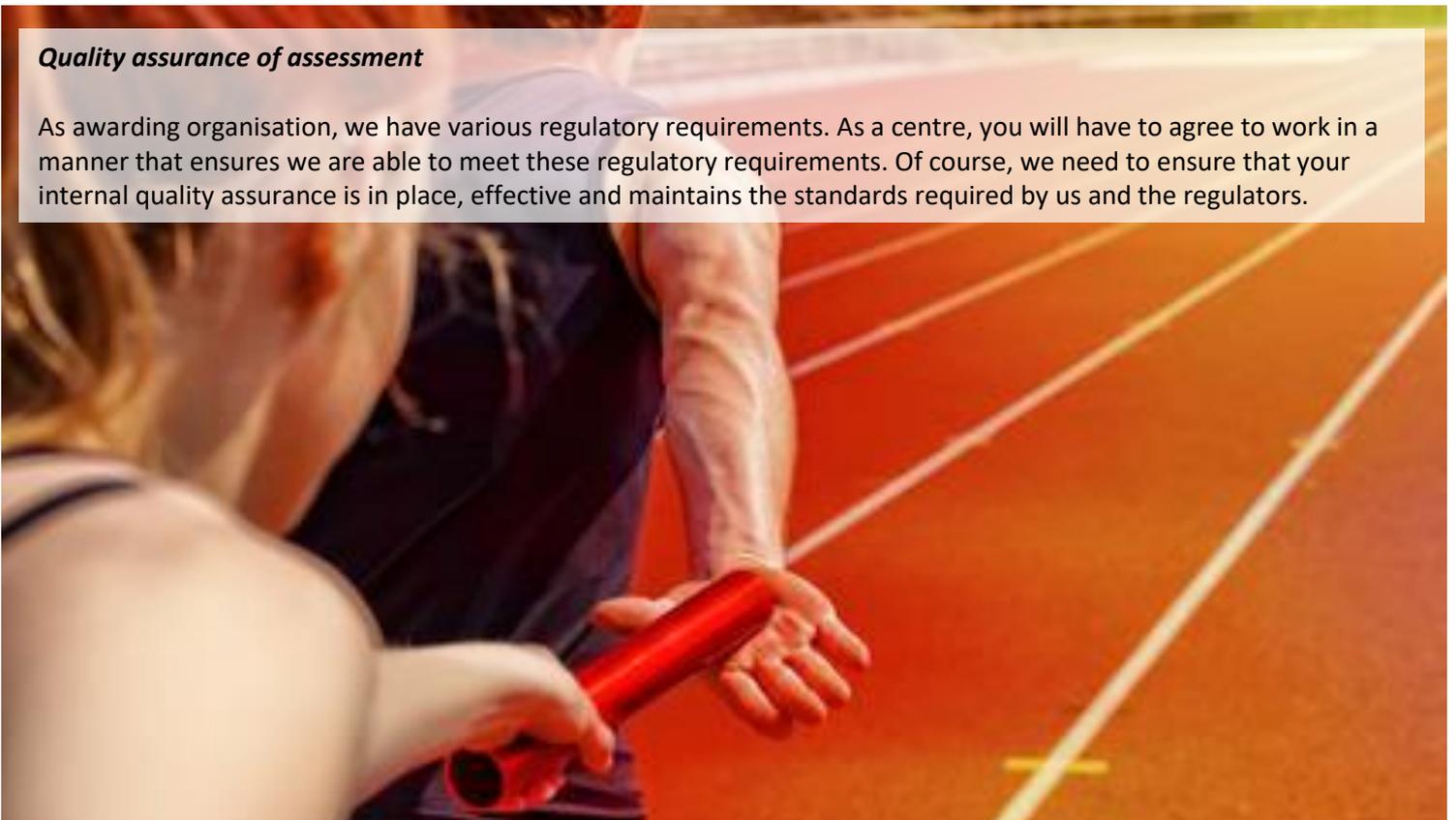
#### ***Valid and consistent assessment decisions***

It is paramount that assessment decisions are consistent. In essence, a learner undertaking a qualification at one end of the country, with one training provider, should be assessed to the same standard.

We will observe these assessments and check paperwork. Once we are satisfied that assessment decisions are consistent we can move you towards direct claims status

#### ***Quality assurance of assessment***

As awarding organisation, we have various regulatory requirements. As a centre, you will have to agree to work in a manner that ensures we are able to meet these regulatory requirements. Of course, we need to ensure that your internal quality assurance is in place, effective and maintains the standards required by us and the regulators.





Direct claims status is only achieved when the highest levels of quality assurance and standardisation have been achieved.

### DCS for different qualifications

As each qualification is different, we need to award DCS based on each qualification. To reduce burden on you as a centre, we group relevant qualifications together. For example, if you have assessed a level 1 Health and Safety in the Workplace (RQF), we will provide DCS for the Level 2 Health and Safety in the workplace and other health and safety qualifications, solely assessed by MCQs.

### Review of DCS

Maintaining quality is just as important years after being approved as it is when achieving your approval and original DCS. Therefore, we will review our DCS decision after 4 months. If everything is being maintained we extend it for a longer period.

If a centres quality has dropped it maybe that they fall into “sanctions”. These sanctions vary from having an action plan of improvements which our EQA team can support you with, through to the removal of your centre status.

Naturally, the removal of a centres status only occurs where the centre is continually failing to meet our quality requirements.

## Growing and expanding your business

Not everybody wants a large training business, but in a faster paced, changing world, your business either needs to continually change or grow, or it will be a dying business.

Qualifications Network has a vested interest in your business, as you grow, we grow. We know it is our responsibility to provide fit-for-purpose qualifications for every new generation of learners. We know the benefit of providing centres with CPD as well as resources to promote their courses.

We don't believe in customers and suppliers, we work with partners and in win-win manner. You offer our qualifications in a responsible manner with integrity and we'll continue to provide goods and services for your benefit and the benefit of your learners.