

# Centre Approval Policy

1. All registered centres intending to offer ASDAN's regulated qualifications must successfully complete the documented Centre Approval process
2. The requirements for Centre Approval are designed to establish whether a prospective centre:
  - can deliver ASDAN qualifications to the required regulatory and qualification specifications
  - has the necessary resources to deliver assessments to candidates equally, safely and securely
3. ASDAN's Centre Approval process requires prospective centres to
  - provide a signed centre agreement clearly specifying the role and responsibilities of the centre in their dealings with ASDAN as the awarding organisation
  - be visited by an ASDAN External Quality Assurer (EQA), to ensure they have in place the policies and procedures required by ASDAN and the regulators
  - provide additional information relating to any previous experience in delivering similar types of qualifications and plans for delivery
4. ASDAN will manage the Centre Approval process within the following parameters:
  - a. applications for centre approval will be processed in accordance with the General Condition of Recognition C2, Arrangements with Centres
  - b. core centre information will be banked so that any future approval will relate only to the additional qualifications the centre is seeking to offer
  - c. all information held by ASDAN will be subject to the requirements of the General Data Protection Regulations
5. Where an approved centre has not purchased candidate registrations for any regulated qualification for which they are registered, for a period of 3 consecutive academic years, ASDAN will review and may withdraw the centre's approval status
6. ASDAN reserves the right to refuse centre approval to any organisation that:
  - acts in an unprofessional manner to ASDAN staff
  - misrepresents ASDAN and/or its qualifications
  - is identified with any activity that could adversely affect the reputation of ASDAN, its products or services
  - fails to comply with ASDAN's Terms and Conditions
  - does not comply with relevant regulations
7. ASDAN maintains the right to withdraw centre or qualification approval within the following parameters:
  - when it is felt necessary to protect the interests of the candidate, the integrity of the qualification, the qualifications framework or the company reputation
  - when a centre does not meet its financial obligations to ASDAN
  - when a centre fails to address actions given by an EQA or another member of the compliance team, within a reasonable time
  - when a centre does not comply with the published regulatory criteria relating to the qualification(s) offered
  - when a centre fails to comply with ASDAN's Terms and Conditions/Centre Agreement
8. Centres have a right to appeal against decisions reached under this policy.