Centre Requirements

Welcome to the official VQA centre requirements!

We are excited to guide you through the process of seeking approval as a recognised centre. Our mutual goal is to ensure the delivery of high-quality qualifications. Here's how you can prepare and provide the necessary evidence to meet our approval criteria.

Capacity and Capability

As the AO, we will assess whether your centre possesses the necessary resources, infrastructure, and expertise to deliver our qualifications effectively. This encompasses:

- qualified and experienced staff.
- appropriate facilities and equipment.

Quality Assurance Procedures

You, the centre, should have robust quality assurance procedures to ensure consistent and accurate assessment and grading. We, as VQA, will review your processes for assessment, internal verification, and standardisation.

Staff Qualifications and Training

Your teaching and assessment staff should meet our qualifications and experience requirements. They should be:

- suitably qualified (holding assessor and IQA certificates).
- possess appropriate subject competency (certification).
- equipped with a plan for ongoing professional development to stay up-to-date with the latest requirements and best practices. We encourage active support in identifying training and development needs.

Trainer Requirements

Tutors/trainers who deliver a VQA qualification must possess a teaching qualification appropriate for the level of qualification they are delivering. This can include the below:

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- Level 3 Award/4 Certificate/5 Diploma in Education and Training

Assessor Requirements

Assessors who assess a VQA qualification must possess an assessing qualification appropriate for the level of qualification they are delivering. This can include:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Certificate in Assessing Vocational Achievement
- A1 or D32/D33

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit specifications.

IQA Requirements

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for VQA qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process
- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be occupationally competent in the subject area being delivered. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff Roles and Responsibilities

Clearly defining, allocating, and ensuring understanding of staff roles and responsibilities within the delivery/assessment and claims process at your centre is crucial. Designating key staff members to be primary points of contact for relevant departments at VQA enhances collaboration.

Security of Assessment Materials

You should demonstrate your ability to securely store, handle, and administer assessment materials, safeguarding against security breaches, GDPR violations, and cheating risks.

Data Protection and Confidentiality

Put in place procedures to handle learner data in compliance with data protection regulations. Safely secure and treat learner information and assessment outcomes confidentially, whether online or in physical copies.

Conflict of Interest

Declare potential conflicts of interest that might impact assessment impartiality and integrity. Disclose any relationships between staff and learners that could compromise fairness.

Compliance with Regulatory Requirements

Demonstrate your understanding of and commitment to complying with Ofqual's regulations and guidance.

Marketing and Advertisement of VQA Qualifications

Ensure clear, accurate, and non-misleading advertisement of qualifications that align with VQA's values.

Learner-based checks

Support learners throughout their journey with appropriate guidance and assistance, including assessment requirements, progression pathways, and additional support.

Access Arrangements and Special Considerations

Put processes in place to accommodate learners with disabilities, special educational needs, or other access requirements during assessments.

Appeals and Complaints Procedures

Establish clear, fair, and accessible procedures for learners to appeal assessment decisions or make complaints.

To facilitate this process, we will review your policies relating to appeals and complaints as part of our on-boarding experience. We will also be reviewing other policies in place at your centre and will send confirmation of these policies prior to the on-boarding meeting.

We're here to support you on this journey. If you have any questions, don't hesitate to contact us at quality@vqa.org. Together, we'll ensure the delivery of exceptional education and assessment services.