

# Procedures for centre and qualification approval (International Centres)

## Introduction

NB: Please note that Approved does not indicate that RSPH has approved the courses, teaching or other method of delivery or the resources used by the centre.

## Centre Approval

## Qualification Approval

## Guidance Notes

The Royal Society for Public Health is regulated as an awarding body by the UK Office of the Qualifications and Examinations Regulator (Ofqual). The awarding body (RSPH Qualifications) is subject to the code of practice of Ofqual that ensures that our procedures and qualifications are of high quality, fit for purpose, command public confidence and are understood both by those who take them and those who use them. In approving centres to offer its qualifications, RSPH Qualifications must be able to demonstrate that they ensure:

- Candidates who hold our qualifications have achieved the appropriate standards.
- Candidates are treated fairly and equally.
- The environments in which candidates are taught and assessed are safe and healthy.
- Centres have access to the resources needed to deliver the qualifications.

RSPH Qualifications is pleased to provide approval to offer its qualifications to centres outside the UK. In these cases 'International' versions of RSPH Qualifications will be used. These can be identical to the versions used in the UK or they can be modified to suit local circumstances, in which case they will be endorsed with the name of the country in which they were taken.

Approval to offer one of our qualifications is a two-stage process involving Centre Approval and Qualification Approval.

The criteria for Centre Approval are applicable for all qualifications. Once this approval has been given, a centre does not need to apply for it again unless:

- The centre has not registered candidates for any of our qualifications for two years or longer, or
- RSPH Qualifications has reason to believe that the centre no longer meets the approval criteria.

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## Centre and Qualification Approval

Centres must have full or conditional Centre Approval and full or conditional Qualification Approval before they can register candidates for one of our qualifications. They may however advertise the qualification once application has been made to RSPH Qualifications providing their advertisement makes it clear that they are subject to approval. Centres should note that they need to have full approval before candidates may be assessed. Centres should ensure that their application is submitted early enough to allow it to be processed and approved before their candidates are assessed.

Centres may apply for Centre Approval and Qualification Approval at the same time using Form CQAF(INT). Centres can only apply for Qualification Approval if they already have current approval as a Centre or are applying for Centre Approval at the same time.

Qualifications from RSPH Qualifications may only be offered by approved organisations, called centres, which may be colleges, schools, training organisations or employers. Irrespective of their size, main business or composition, all centres must meet the approval criteria.

A centre may be made up of a group of organisations working in partnership. Under this arrangement RSPH Qualifications will use one point of contact, which will be the individual having responsibility for the quality of the provision within all parts of the group. It is essential that there are agreed, formal arrangements for effective communication, quality assurance and security of assessment in all parts of the centre, including other organisations in a partnership and details of these arrangements must be provided in the application.

To obtain Centre Approval the centre must provide details of its facilities and the systems used to ensure the quality of provision. To obtain Qualification Approval the centre must confirm that these systems are applied to that particular qualification. In all cases it is essential that the centre provides evidence of the systems and their application. RSPH Qualifications will provide advice and guidance whenever required. The application must be accompanied by the current fee, details of which are available on the RSPH website.

## Applying for Centre and Qualification Approval

Organisations which do not already have Centre Approval will normally use Form CQAF(INT) to apply for Centre and Qualification Approval at the same time. This should be completed and returned to RSPH Qualifications.

RSPH Qualifications will consider whether the evidence provided by the centre is sufficient to demonstrate that the approval criteria have been met. RSPH Qualifications may contact the centre to seek clarification or further information. Representatives of RSPH Qualifications may also visit the centre as part of routine quality assurance processes or to help centres with their application.

Centres which already have current Centre Approval should use form QAF to add a qualification to those that it is approved to offer.

## Completing the Centre and Qualification Approval Form (International)

Completion of Part 1 of the Centre and Qualification Approval Form, CQAF(I), provides us with contact details at your centre. Part 2 tells us about your procedures for quality assurance. In Part 3 you list which qualifications you are applying to offer and Part 4 details the facilities and resources available for the qualification.

The completed form and supporting appendices should be transmitted to RSPH Qualifications in electronic format. If this is not possible, please complete in block capitals using black ink in order to facilitate electronic scanning of the form.

- 1.1 State the name by which you wish the centre to be known.
- 1.2 Provide the address to be used in correspondence with RSPH Qualifications. An Email address for the centre is essential to facilitate communication between the centre and RSPH Qualifications.
- 1.3 Please provide a Centre Type Code for the appropriate type of organisation.

Centre Type Code	Type of Organisation
1	School
2	FE/Tertiary College
3	Sixth Form College
4	Adult Education Centre
5	University or Other Higher Education Centre
6	Private Training provider
7	Local Government/Central Government/National Health Service
8	Voluntary Organisation
9	Employer
10	HM Prison/Youth Offenders Institution
11	Armed Forces
12	Do not use
13	Other. Please select the code that best describes the training undertaken by the candidates

- 1.4 Please provide the name of the person that we may contact about this application. This person should have sufficient authority to be able to address issues raised concerning any aspect of the application.
- 1.5 Please provide details of the operational contact person (if different from the above) who will take responsibility for the receipt of examination papers and other assessment materials and any communications.
- 1.6 Please identify the countries within which you wish to offer RSPH Qualifications. You can seek an extension to this list at a later date by applying to RSPH Qualifications.

## 2.0 Criteria for Centre Approval

For every criterion a tick should be placed in the appropriate box and evidence to support the claim provided in an appendix. It is not necessary to provide large amounts of documentation. In fact appendices could be very brief. It may also be possible to cover several criteria with a single document. Guidance is given below about the nature of the evidence which may be used. However, this should not be seen as the only form of evidence which is acceptable.

- 2.1 Information should be provided about your system(s) for course review and evaluation. The review process should involve students/trainees, for example by the use of course feed-back forms. You should also indicate how issues raised in such a review are addressed. Specific examples would be useful. The review should include quality of teaching, resources, equal opportunities, health and safety and assessment.
- 2.2 Provide details of how you ensure that appropriate facilities will be available for courses and assessment. This should include examinations and practical work where these are likely to be a component of the assessment. You must explain how appropriate facilities will be made available if courses or assessment are likely to take place at locations other than the main address of the centre (e.g. on employers' premises and/or in other countries) and how you ensure that such off-site facilities are of an appropriate standard. This can be by means of a check-list, detailing the standards expected at course venues. Centres should also detail how they ensure that people having a physical disability can access the venue, in accordance with current local legislation.

**2.3** Provide details of how the centre maintains the security of assessment materials, including examination papers, and student/trainee records. If assessments are held at venues remote from the main address the centre should provide details of how assessment materials, including candidate work, are kept secure during transport to and from the venue and how the assessment will be organised, including invigilation where appropriate.

**2.4** Centres should have procedures for students/trainees to complain in the event of any dissatisfaction with any aspects of course provision and appeals procedures in the event that students/trainees disagree with any assessment decisions made by the centre, or if the centre decides to withhold their support of an enquiry/appeal by the student/trainee to RSPH Qualifications. These procedures should be readily available to students/trainees, for example by means of a student/trainee handbook or as part of the induction process.

**2.5** Details of your policies on Equality of Opportunity and Health and Safety should be provided. You should also provide examples of how these policies are translated into action, and how they are reviewed, e.g. how do you provide for people for whom English is not their first language; how do you provide for people with a physical handicap; how do you ensure the safety of students/trainees if part of the provision involves work away from the main site? The evidence for review may have already been provided as part of the evidence for 2.1.

**2.6** If the centre is in partnership with another organisation for the delivery of RSPH qualifications the respective roles, responsibilities and accountabilities of each partner must be specified. Please provide details about how clear and effective communication between partners is maintained and which individual (identified by post rather than name) is responsible for this.

### **3.0 Qualification Approval**

Please list the titles of the qualifications that you are applying to offer. Approval for more than one qualification can be sought at the same time.

### **4.0 Criteria for Qualification Approval**

As with Section 2, for every criterion a tick should be placed in the appropriate box and evidence to support the claim provided in an appendix. It is not necessary to provide large amounts of documentation. In fact appendices could be very brief. It may be possible to cover several criteria with a single document. Guidance is given below about the nature of the evidence which may be used. However this should not be seen as the only form of evidence which is acceptable.

**4.1** Confirm that the policies and procedures described in Part 2 will be fully applied to this qualification.

**4.2** Provide details of the relevant physical resources to be used for this qualification. This could include resources to be used at other locations (e.g. during visits). You should confirm that candidates will have sufficient access to these resources. It is recommended that candidates have the opportunity to comment on access to resources when the course is reviewed by the centre.

**4.3** Provide exemplar CVs for the staff who will be involved in the teaching (and assessment where appropriate). You should note any requirements relating to the expected qualifications and/or experience of staff involved in the delivery of the qualification. These requirements are detailed in the qualification specification.

**4.4** Provide details of staff development activities available to ensure that staff are able to maintain the currency of their subject knowledge and expertise and are aware of the requirements of RSPH Qualifications relating to the qualification.

Criteria 4.5 and 4.6 do not apply if trainees/students are to be assessed solely by assessments set and marked by RSPH Qualifications. If this is the case you should simply indicate this in the space in which the relevant appendix would be identified.

#### 4.5

If the centre will be assessing candidates (e.g. setting and/or marking coursework), show how the assessment will address the learning outcomes for the qualification and how the centre will ensure that the assessment is consistent between candidates, between assessors, between venues and between cohorts. This could include having a system for internal verification and/or having meetings of assessors. Provide examples of written materials used in assessments, e.g. assessment briefings for candidates, criteria for assessment and checklists. Note that your system must encompass the activities of all assessors, including those who are not in full-time employment.

#### 4.6

Confirm that accurate and complete records of results will be maintained and identify the individual or post holder responsible for this. You should also provide details of the form that the records will take. This may be done by providing an example (but not a candidate's name).

### 5.0 The Head of your organisation should sign the declaration

In signing the form your organisation is agreeing to comply with the requirements of RSPH Qualifications and any relevant regulatory authority. The person that signs must therefore have the authority to make this commitment on behalf of your organisation.

Electronic copies of the completed form and your appendices should be emailed to: [centreapproval@rsph.org.uk](mailto:centreapproval@rsph.org.uk)

If it is not possible to produce and/or transmit electronic copies, hard copies should be posted to:

The Centre Approval Manager, Royal Society for Public Health, 3rd Floor Market Towers, 1 Nine Elms Lane, London SW8 5NQ. United Kingdom.

### 6.0 Logos

A logo is available for centres to use to indicate that they have Centre Approval from RSPH Qualifications. There are rules governing the use of the logo and the centre must enter into an agreement with RSPH Qualifications before the logo is made available. Details are available from the Centre Support Manager at RSPH Qualifications.

### 7.0 Credit Agreement

Business terms are payment with order unless credit has been agreed with RSPH. Please ask for a credit application form if you would like to be invoiced for payment.

## Appendix One

### **Notification of the Result of the Application**

There are three possible outcomes of an application for Centre and Qualification Approval:

1. Approval granted
2. Conditional approval granted
3. Approval withheld at the present time.

### **Approval Granted**

The application is satisfactory and all criteria have been fully met. Qualification Approval can only be granted if the centre has also obtained Centre Approval. The centre will be given a Centre Number which must be quoted in any communication with The Society.

### **Conditional Approval Granted**

The centre must meet specific conditions, relating to the approval criteria, or submit additional supporting information.

Note that only candidates registered by centres having full Centre Approval and full Qualification Approval will be eligible for assessment for The Society's qualifications.

### **Approval Withheld at the Present Time**

The centre has not yet demonstrated that it is, or will be, able to meet the criteria for approval. The centre may not receive full approval for any qualification and may not register candidates for any of The Society's qualifications until full or conditional approval is granted. RSPH Qualifications will provide details of the actions required, with reference to the Approval Criteria. The centre should provide evidence that these actions have been completed within three months of the decision being sent to the centre. If the required evidence is not provided in this time the application will lapse and the centre will need to make a new application.

## Appendix Two

### **Appeal Against Conditional Approval or Withheld Approval**

Within 21 days of being notified of the decision the centre may appeal by writing to the Director of Qualifications at RSPH Qualifications. This letter should provide full details of the reasons for opposing the decision.

The Director of Qualifications will appoint an arbitrator who will consider all the documentation associated with the application, including the letter of appeal. The arbitrator will not have had any previous involvement with this application. If the centre wishes, the arbitrator may visit the centre to discuss the application. In all circumstances the cost of such a visit must be borne by the centre.

The arbitrator will notify RSPH Qualifications of their decision which will in turn notify the centre.

### **Appeal Against Withdrawal of Approval**

Within 21 days of being notified of the decision the centre may appeal by writing to the Director of Qualifications at RSPH Qualifications. This letter should provide full details of the reasons for opposing the decision.

The Director of Qualifications will appoint an arbitrator who will consider all the documentation associated with the withdrawal, including the letter of appeal. The arbitrator will not have had any involvement with the centre within the preceding two years. If the centre wishes, the arbitrator may visit the centre to discuss the withdrawal. In all circumstances the costs of such a visit must be borne by the centre.

The arbitrator will notify RSPH Qualifications of their decision which will in turn notify the centre.

### **Fees for Appeal**

There will be a fee for lodging an appeal, details of which may be obtained from the RSPH Qualifications. Payment must accompany the letter of appeal. This fee will be returned if the original decision is changed to either full approval or conditional approval. However the fee will be retained if the original decision is upheld or if approval is withheld.