Form ADAAS



**Application for Approval to Develop Assessments for RSPH Qualifications**

This form is for centres that wish to develop their own assessments for qualifications awarded by RSPH for which RSPH would normally provide the assessment.

The centre must already be approved to deliver the qualification in order to apply for approval to devise their own assessment.

The type of assessment that the centre wishes to develop (eg examination, course-work, portfolio of evidence) must be one that is allowed by RSPH. This information can be obtained from RSPH or the Register of Regulated Qualifications <https://register.ofqual.gov.uk/> . If the assessment type is not one that is currently approved by RSPH, the centre can make representations to RSPH to amend the qualification.

Centres are advised to discuss their reasons for wanting to devise their own assessments with RSPH before completing this application.

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| **1.1** | **Name of Centre** |  |
| **1.2** | **Centre Number** |  |
| **1.3** | **Address** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **Post Code** |  |
|  | **Telephone** |  |
|  | **Fax** |  |
|  | **E-Mail** |  |
|  | **Web-Site** |  |
|  |  |  |
| **1.4** | **Name of Contact** |  |
|  | **Position** |  |
|  | **Tel. No.** |  |
|  | **Email** |  |
|  | This person is **accountable** to RSPH for the assessment, quality assurance and management of the RSPH qualification(s) detailed in this application. | |

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| **2.1** | Name of Qualification(s) for which centre-devised assessment is required |  |
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| **2.2** | Date on which centre received approval to deliver the qualification(s). |  |
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| **2.3** | Date on which centre first registered learners for the qualification(s) with RSPH. |  |
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| **2.4** | Number of learners registered and certificated since qualification approval obtained. |  |

Please provide information relating to the following in appendices submitted with this application form.

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|  |  | Appendix which contains information |
|  |  |  |
| **3.1** | What type of assessment do you intend to develop for this qualification? Please provide a rationale, explaining why your centre wants to develop this assessment for the qualification to replace the existing RSPH assessment. |  |
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| **3.2** | Please provide details of your quality assurance processes for   * Assessment development * Assessment of learners * Internal quality assurance (internal verification) of assessment decisions. |  |
|  |  |  |
| **3.3** | Please provide CVs for staff involved in:   * Assessment development * Assessing learners * Internal quality assurance |  |
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| **3.4** | Please provide details of your procedures for retention of learner work and records of assessment, verification and achievement. |  |
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| **3.5** | Please provide details of your procedures for learners to appeal against assessment decisions or query an assessment decision made by the centre. |  |
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| **3.6** | Please provide details of your procedures for dealing with cases of suspected malpractice or maladministration during the assessment process. |  |

Please provide information relating to the following in appendices submitted with this application form.

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|  |  | Appendix which contains information |
|  |  |  |
| **4.1** | Please supply a copy of your assessment and marking guidelines for assessors. |  |
|  |  |  |
| **4.2** | Please demonstrate how this assessment covers the learning outcomes and assessment criteria of the qualification. |  |
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| **4.3** | Please demonstrate how this assessment is equivalent in demand of learners to the assessment provided by RSPH. |  |
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| **4.4** | What options are available for learners with Special Assessment Needs who wish to undertake this assessment? |  |

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| **51** | **Declaration**  I confirm that the information provided in support of this application is correct and current and that I will notify The Royal Society for Public Health immediately if there are changes to any of this information.  I understand that if approved, the continued use of centre-devised assessments for the qualifications listed above is dependent on satisfactory reports from an RSPH-appointed external verifier and that these reports will be based on sampling of centre-assessed learner work and / or centre visits.  I understand that permission to use centre-devised assessments can be withdrawn by RSPH if there is evidence that appropriate standards are not being applied to the assessment of learner work or if there is evidence of malpractice or maladministration. |

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| **52** | I confirm that I have the authority to apply on behalf of my organisation for approval to develop assessments for the RSPH qualifications listed above. | |
|  | Signed |  |
|  |  |  |
|  | Print Name |  |
|  |  |  |
|  | Position |  |
|  |  |  |
|  | Date |  |

Please send this form and your appendices to:

[centreapproval@rsph.org.uk](mailto:centreapproval@rsph.org.uk)

Or by post to

Centre Approvals, RSPH Qualifications,

John Snow House

59 Mansell Street

London E1 8AN

You should retain a copy of the form and appendices for your records.