**GA DOLFO ASSOCIATION CENTRE APPROVAL APPLICATION FORM**

This application form is for use by applicant centres seeking approval to offer Gatehouse Awards ESOL International Examinations.

Please complete all sections of the form in BLOCK CAPITALS and submit the form to **b.kircanski@gatehouseseu.org**

**SECTION 1: Organisation Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * 1. **Contact Details** | **Proposed Centre Number** | |  | | |
| **Business name** |  | | | | |
| **Trading name (if different)** |  | | | | |
| **Year established** |  | | | | |
| **Previous names (if different in the last 5 years)** |  | | | | |
| **Full address**  (this address will be used for all correspondence, including certificate dispatch) |  | | | | |
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| **Previous addresses (if different in the last 5 years)** |  | | | | |
| **Telephone number**  (including dialling code) |  | | | | |
| **Contact email address** |  | | | | |
| **Centre web address** |  | | | | |
| **1.2 Type of Organisation** | | | | | |
| **What type of organisation is your business?** | **University** | **College** | | **Training Company** | **State School** |
|  |  | |  |  |
| **Language School** | **Private School** | | **Local Authority** | **Other (please specify)** |
|  |  | |  |  |
| **Description of your main business activities**  (Please tell us about the different types of teaching/training and exams you currently offer / intend to offer, as well as other organisations you work with) |  | | | | |

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| **1.3 Affiliations with other businesses** | |
| **Is your organisation part of a larger business (whether as parent or subsidiary company)?** | **YES  NO** |
| **If YES, please complete the details of the Head / Parent Organisation** | |
| **Name** |  |
| **Address** |  |
| **Website** |  |
| **Do you operate as a franchise?** | **YES  NO** |
| **Do you act as a franchisor?** | **YES  NO** |
| **Nature of business relationship**  (please provide a description) |  |

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| --- | --- |
| **1.4 Key Centre Staff** | |
| **Head of Centre** (single named point of accountability) |  |
| **Examinations Coordinator** (responsible for the overall administration of registrations, certifications and examinations) |  |
| **Quality Nominee**  (responsible for all quality assurance activities) |  |
| **Directors**  (or all persons who have powers of representation, decision or control within the organisation) |  |
| **Primary centre contact** |  |
| **Email address of point of contact** |  |

**Section 2: Business and Management Details**

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| **2.1 Has your organisation ever been subject to any legal financial proceedings?** | Yes  No |
| If Yes, please give details |  |
| **2.2 Has your organisation, or any of the persons named in Section 1 above ever been convicted of any of the following:** | |
| a) conspiracy which relates to participation in a criminal organisation | Yes  No |
| b) corruption | Yes  No |
| c) bribery | Yes  No |
| d) any offences involving slavery and human trafficking | Yes  No |
| e) money laundering | Yes  No |
| f) fraud | Yes  No |
| **2.3 Do any of the following apply to your organisation, or any of the persons named in Section 1 of this document:** | |
| a) Has any of the Key Centre Staff been involved in bankruptcy, insolvency, winding up, receivership or any relevant financial proceedings? | Yes  No |
| b) Has any of the Key Centre Staff been disqualified from holding the directorship of a company or from public office? | Yes  No |
| c) Has any of the Key Centre Staff been committed an act of grave misconduct relating to business dealings? | Yes  No |
| d) Has any of the Key Centre Staff not fulfilled obligations relating to the payment of social security or taxes? | Yes  No |
| e) Have significant irregularities in qualification delivery been identified by other awarding organisations? | Yes  No |
| f) Is your organisation not properly licenced to provide services in the State in which established, or is not registered on the appropriate trade register in the Member State in which established | Yes  No |
| **2.4 Does your organisation employ a director, or governor, or a senior employee, or a shareholder who has previously been a director, or governor, or a senior employee, or shareholder, in another organisation where one or more of the** **criteria as detailed in Section 2 of this document apply?** | Yes  No |
| If Yes, please provide details |  |
| **2.5 Does your organisation, or any of the persons named in Section 1 of this document have any potential or actual Conflicts of Interest with Gatehouse Awards or DOLFO Association?**  (if Yes, please also provide details by completing the Declaration of Interests form, available to download from the Gatehouse Awards website) | Yes  No |
| **2.6 Are there any other issues of which you are aware concerning your organisation or its employees which may bring yourselves or Gatehouse Awards into disrepute?** | Yes  No |
| If Yes, please provide details |  |

**SECTION 3: Approvals and Accreditations**

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| --- | --- |
| **3.1 Is your Organisation Approved by any other Awarding Organisation?** | Yes  No |
| If yes, please state which Awarding Organisation(s), Centre number and the details of your approval | 1. Awarding Organisation name:  Centre number:  Approval held since:  Qualification(s) approved to deliver:  2. Awarding Organisation name:  Centre number:  Approval held since:  Qualification(s) approved to deliver: |
| **3.2 Has your organisation ever been refused approval by another Awarding Organisation?** | Yes  No |
| If Yes, please provide details |  |
| **3.3 Has your organisation ever had approval as a Centre or approval to offer a qualification withdrawn, or is currently suspended, by another Awarding Organisation or other regulatory authority?** | Yes  No |
| If Yes, please provide details |  |
| **3.4 Has your organisation ever been under sanction or investigation by any Awarding Organisation, Regulatory or Government body, whether the allegation was upheld or not?** | Yes  No  If Yes, please provide full details on a separate sheet, including any supporting evidence. |
| **3.5 Have any of the Directors / Owners / Senior Management / staff been subject to sanction or investigation by an Awarding Organisation (as above)?** | Yes  No  If yes, please provide full details on a separate sheet, including any supporting evidence. |
| **3.6 Please list any current accreditations your organisation has with any other regulatory or quality assurance organisations.** |  |

**SECTION 4: Examination Venue Information**

**Main centre venue**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is disabled access available? | Yes | | Details: | | |
| No | |
| Is there a separate reception / waiting area? | Yes | | Details: | | |
| No | |
| Examination Rooms (N.B. the minimum distance between each candidate is 1.25 meters and all candidates need to be seated facing the same direction) | | | | | |
| Room 1 maximum capacity |  | Room 2 maximum. capacity | | |  |
| Photographs included | Yes  No | Photographs included | | | Yes  No |
| Room 3 maximum capacity |  | Room 4 maximum capacity | | |  |
| Photographs included | Yes  No | Photographs included | | | Yes  No |
| Please confirm that each examination room you propose to use has the following resources available | | | | | |
| Whiteboard  Wall Clock  Suitable Signage | | | | | |
| Is there audio recording equipment available? | | | | Yes  No | |
| Are the examination rooms suitably quiet? | | | | Yes  No | |

**Additional examination venues**

Please note that we might be able to authorise the use of additional examination venues which are not located at the main centre premises subject to those meeting requirements.

Please complete an Additional Examination Venue Approval Form (Appendix 2).

**SECTION 5 Record Keeping**

**5A Candidate Records**

|  |  |  |
| --- | --- | --- |
| **Please confirm that the Centre will hold records of the following for all Candidates:**  *\*A Candidate Registration Form template can be provided by GA upon request* | Candidate Registration Form\*, including, but not limited to:  Full name  Full postal address  Date of Birth  Telephone number  Email address  Details of any disability | Confirm: |
| Copies of proofs of Identity, including photographic ID such as passport, driving licence, etc. | Confirm: |
| Copies of Results Notifications and/or Certificates | Confirm: |
| **Please tell us how and where Candidate records will be held to ensure their security** | | |
|  | | |

**5B Security of assessment materials**

|  |  |
| --- | --- |
| **Please confirm that your centre meets the following requirements** | **Tick** |
| The Centre has arrangements in place for the secure receipt of examination papers |  |
| The Centre has arrangements in place for the secure storage of examination papers prior to use |  |
| The Centre has arrangements in place for the security of examination materials immediately prior to use (i.e. providing materials to the visiting Examiner or Interlocutor / Invigilator) |  |
| The Centre has arrangements in place for the secure return of examination materials |  |
| The Centre has a process in place to notify Gatehouse Awards / DOLFO Association where there has been a theft or other loss, or breach of confidentiality in any secure assessment materials |  |

**SECTION 6 Policies and Procedures**

Please confirm that the centre operates all relevant internal policies and procedures, including but not limited to:

|  |  |
| --- | --- |
| Candidate Access | Yes  No |
| Equal Opportunities |
| Appeals |
| Complaints |
| Maladministration and Malpractice |
| Internal Quality Assurance |

Please note that you might be asked to provide copies of one of the above documents upon request.

**SECTION 7: Declaration & Statement of Commitment**

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| **Declaration: The Centre** | **Confirm** |
| will have appropriate arrangements and agreements in place with any third parties which contribute to the delivery and/or assessment of the qualification(s) |  |
| will take all reasonable steps to prevent the loss, theft of, or breach of confidentiality in, assessment materials and should such an incident occur then the Centre must immediately inform GA |  |
| will take all reasonable steps to prevent incidents of Malpractice or Maladministration from occurring and take all reasonable steps to investigate any suspected incidents of Malpractice or Maladministration and rectify any negative impact of these incidents, promptly notify GA of any incidents of Malpractice or maladministration in line with the requirements of the GA Malpractice/Maladministration policy |  |
| will provide access to documents, records, data, staff, third parties, sub-contractors, Learners, Linked Centres or any other resource required by GA and/or the Regulatory Authorities during an investigation of Centre Malpractice or Maladministration |  |
| will develop a full action plan for managing and rectifying the negative impact caused by any incident of Malpractice or Maladministration, and which may include taking proportionate action to ensure it does not recur in the future – and that such action plans will be made available to GA upon request |  |
| will regularly review your internal procedures for preventing incidents of Malpractice or Maladministration and make any improvements necessary to ensure they remain relevant and fit for purpose |  |
| has effective communications arrangements in place to ensure that your Learners and staff are fully informed of the requirements associated with GA’s qualifications |  |
| will not make any use of GA’s trademarks, trade names, logos or other insignia except as expressly agreed in writing with GA and in accordance with all of GA’s written instructions from time to time |  |
| will not make any statements, advertisements or promotions in relation to our qualifications that are likely to mislead Learners and other users of the qualifications |  |
| will notify GA if the Centre wishes to withdraw from offering an approved GA qualification in accordance with our qualification withdrawal process and/or is unable to continue to offer approved GA qualifications |  |
| agrees to co-operate fully with GA in cases where either the Centre or GA decides it needs to withdraw the Centre from its role in delivering a qualification. This co-operation will be provided whether the withdrawal is voluntary or via the application by GA of sanctions (in accordance with our sanctions policy) |  |
| agrees to take all reasonable steps to protect the interests of Learners in the case of a withdrawal of a GA qualification from the Centre (e.g. will make best endeavours to find alternative Centres for any current registered Learners in order for them to complete the qualification and/or seek certification from GA for any achievements that Learners may have obtained to date |  |
| agrees to assist GA in carrying out any reasonable monitoring and moderation activities and visits to the Centre and to assist the regulatory authorities should they carry out any investigations /monitoring activities in relation to the delivery of regulated qualifications or GA activities |  |
| agrees to accept that if the Centre is in breach of reasonable requirements specified by GA and/or associated regulatory criteria that sanctions may be imposed in accordance with the GA sanctions policy |  |
| agrees to promptly notify GA when it has cause to believe there has, or is likely to be, a major noncompliance with our documented procedures and requirements and/or associated regulatory requirements |  |
| agrees and understands that if this application is accepted it will form the contract between the Centre and GA and the terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of our Centre |  |
| agrees that if GA terminates the approval, giving notice in writing, that the Centre shall immediately cease providing the qualifications (to which this approval relates) and all courses related thereto |  |
| agrees to promptly inform GA of any material changes to the information given in this application |  |
| understands that if it fails to adhere to the above or other regulatory requirements, GA reserve the right to terminate approval by written notice, effective from the date stated in that notice |  |

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| **Centre Statement of Commitment** | |
| **This application form must be signed and dated by the Head of Centre as this forms the agreement between the Centre (including Satellite Centres) and Gatehouse Awards/DOLFO Association. The signature will also be regarded as agreement to pay all fees associated with the Approval. The application cannot be progressed unless the form is signed.** | |
| I hereby confirm that the information provided in this Centre Approval Form is accurate and a true reflection of our Centre’s current status. I understand that, should any information provided be found to be incomplete or inaccurate, this could have a detrimental effect on our Centre’s Approval with Gatehouse Awards/DOLFO Association. I further confirm that our Centre agrees to and is bound by the Gatehouse Awards Terms and Conditions of Business, together with any and all relevant policies, procedures and requirements as published by Gatehouse Awards (see www.gatehousewards.org) and notified to us including, but not limited to:   * The Conflicts of Interest Policy * The Malpractice and Maladministration Policy * The Centre Handbook * The Whistleblowing Policy * The Appeals Policy & Procedure * The Complaints Policy * The Candidate Access Policy * The relevant Qualification Specification   I acknowledge and understand that it is the Centre’s responsibility to:   * take all reasonable steps to ensure that Gatehouse Awards Ltd is able to comply with its Conditions of Recognition * to take all reasonable steps to comply with requests for information or documents made by Gatehouse Awards and/or relevant Regulator or Government Body as soon as practicable * provide Gatehouse Awards and/or its Representatives with access to premises, people and records, and to cooperate with monitoring or investigative activities of Gatehouse Awards and/or any relevant Representative, Regulator or Government Body * ensure the security and confidentiality of all Gatehouse Awards assessment materials in respect of storage and handling procedures until the time of the examination * have the staff, resources and systems necessary to carry out the administration of accredited examinations, including all requests for Reasonable Adjustments, Special Considerations, Recognition of Prior Learning and Appeals * have the staff, resources and systems necessary to carry out the teaching of courses leading to a Gatehouse Awards qualification, where teaching and learning is delivered by the Centre * maintain full candidate records for a minimum of 2 years after the date of the examination for each candidate and provide these on request to Gatehouse Awards and/or its Representative, the relevant Regulator or Government Body * undertake adequate internal quality assurance and maintain full records of activities in this regard, alongside records of staff qualifications and copies of certificates and CVs, providing same to Gatehouse Awards, its Representative and/or the relevant Regulator or Government Body on request * ensure all staff have access to complete and adequate training from induction and on a continuous basis, particularly in respect of any changes to examination procedures or administration as notified by Gatehouse Awards or its Representative from time to time * ensure all staff involved in the teaching of courses leading to a Gatehouse Awards qualification are sufficiently qualified and have the necessary skills and experience to provide high quality teaching and learning programmes to registered Candidates and that teaching staff maintain continuous professional development as necessary to fulfil the role * ensure the identification of all Candidates as being true and correct prior to any examination being delivered at the Centre and that failure to do so could result in immediate revocation of our Approval, plus could lead to criminal investigation and/or charges being made against our Centre or individual staff members * provide Gatehouse Awards or its Representative with details of any changes to relevant staff and/or management immediately these details become known to the Centre * ensure that the Centre continues to deliver qualifications over time to allow for the conduct of external quality assurance and that, should our Centre be dormant for 6 months or more without contacting Gatehouse Awards’ Representative to discuss the situation, our Approval may be lapsed * facilitate External Quality Assurance visits, which will take place no less than annually * make prompt payment of invoices within the terms provided * agree to maintain all records securely in the event of withdrawal of our Approval with Gatehouse Awards (whether voluntarily or if removed by Gatehouse Awards) and continue to allow access to the same for Gatehouse Awards and/or the relevant Representative, Regulator or Government Body * comply with all of its legal responsibilities under the relevant laws and statutory requirements of the territory in which it operates   **The Head of Centre has confirmed the accuracy of the information submitted in support of the Centre’s application for approval.** | |
| **Signature of Head of Centre**  (an electronic signature is acceptable) |  |
| **Full name** |  |
| **Job title** |  |
| **Date** |  |

**APPENDIX 1 – NOTICE TO CENTRE**

**Malpractice** can be defined as improper actions or omissions of a Candidate, Centre staff, and anyone involved with delivering qualifications. **Examples:**

* failing to prevent plagiarism / copying / cheating
* assisting Candidates / helping Candidates answer questions
* falsifying evidence
* failing to verify the identity of Candidates
* failing to provide relevant information to Gatehouse Awards
* tampering with examination materials
* failing to act according to instructions, e.g. the *Regulations for the Conduct of Controlled Examinations*
* failing to maintain the security of assessment materials

**Maladministration** is a sub-category of malpractice which relates directly to the administration of Gatehouse Awards qualifications, but which has not been a deliberate act. **Examples:**

* failing to submit assessment materials or recordings correctly and in a timely manner
* failing to notify Gatehouse Awards / Dolfo Association about any changes (staff changes, timetable changes, etc.)
* failing to provide/maintain adequate equipment for Skype supervision and audio recording the exam sessions
* using unapproved staff or an unapproved examination venue

**Possible outcomes of malpractice for Centres and Candidates:**

* certificates may not be awarded and/or future entries may not be accepted
* centres may be charged for the cost of inspector visits and observations that are a result of malpractice, undertaken by Gatehouse Awards / Dolfo Association
* a relevant sanction may be applied in line with the **GA Sanctions Policy (**[available here](http://gatehouse.it/docs/GA-Malpractice-and-Maladministration-Policy-Procedure-V8.3.pdf), pp. 10-11)
* a report may be sent to the Regulator (Ofqual) and / or other Awarding Organisations
* loss of centre approval

**Maladministration Penalties for Centres and Candidates:**

* certificates may not be awarded and/or future entries may not be accepted
* multiple cases of maladministration may be logged as malpractice and be treated as such.

**Fees**

**Malpractice Level 2, 3 and 4 Sanction Inspection Visit €350.00** plus travel expenses

**Candidate Retesting by GA €35.00** (per hour, per staff member, plus expenses). *Minimum charge €50*

I hereby acknowledge that I have read, understand and agree to the terms of this document relating to malpractice, maladministration and outcomes and sanctions of both.

**Head of Centre Signature**

**Date**

**APPENDIX 2 – Satellite Centre Approval Form**

**N.B.** A Satellite Centre is an additional office to the main Centre. It must be wholly owned by the same person or parent company as the main Centre and operate in line with the management, administrative and quality assurance systems of the main Centre. The Head of Centre of the Satellite Centre will be the same as for the main Centre and they retain responsibility for all actions of a designated Satellite Centre. Should an issue arise at one Satellite Centre this could affect the approval status of the main Centre and any other approved Satellite Centres. For audit purposes, all Candidate records must be made available to the Main Centre.

|  |  |
| --- | --- |
| **Main Centre Name** |  |
| **Main Centre Number** |  |
| **Satellite Centre full address** |  |
| **Satellite Centre contact telephone number** |  |
| **Exam Coordinator Name (if different from the Main Centre)** |  |
| **Designated Interlocutors** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is disabled access available? | Yes | | Details: | | |
| No | |
| Is there a separate reception / waiting area? | Yes | | Details: | | |
| No | |
| Examination Rooms (N.B. the minimum distance between each candidate is 1.25 meters and all candidates need to be seated facing the same direction) | | | | | |
| Room 1 maximum capacity |  | Room 2 maximum. capacity | | |  |
| Photographs included |  | Photographs included | | |  |
| Room 3 maximum capacity |  | Room 4 maximum capacity | | |  |
| Photographs included |  | Photographs included | | |  |
| Please confirm that each examination room you propose to use has the following resources available | | | | | |
| Whiteboard  Wall Clock  Suitable Signage | | | | | |
| Is there audio recording equipment available? | | | | Yes  No | |
| Are the examination rooms suitably quiet? | | | | Yes  No | |

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| --- | --- |
| **Head of Centre Name** |  |
| **Head of Centre Signature** |  |
| **Date** |  |

**APPENDIX 3 – Additional Examination Venue Approval Form**

**N.B.** An Examination Venue is a venue utilised by the Main Centre and is usually used on a 'room for hire' basis or a school or other organisation where the Main Centre is delivering examinations. The examination materials will still be sent to The Main Centre and the examination needs to be delivered and coordinated by staff employed directly by the Main Centre. No assessment materials or candidate records must be held at the Examination Venue, other than for the duration of the examination delivery.

|  |  |
| --- | --- |
| **Main Centre Name** |  |
| **Main Centre Number** |  |
| **Additional examination venue full address** |  |
| **Additional examination venue telephone number** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is disabled access available? | Yes | | Details: | | |
| No | |
| Is there a separate reception / waiting area? | Yes | | Details: | | |
| No | |
| Examination Rooms (N.B. the minimum distance between each candidate is 1.25 meters and all candidates need to be seated facing the same direction) | | | | | |
| Room 1 maximum capacity |  | Room 2 maximum. capacity | | |  |
| Photographs included |  | Photographs included | | |  |
| Room 3 maximum capacity |  | Room 4 maximum capacity | | |  |
| Photographs included |  | Photographs included | | |  |
| Please confirm that each examination room you propose to use has the following resources available | | | | | |
| Whiteboard  Wall Clock  Suitable Signage | | | | | |
| Is there audio recording equipment available? | | | | Yes  No | |
| Are the examination rooms suitably quiet? | | | | Yes  No | |

|  |  |
| --- | --- |
| **Head of Centre Name** |  |
| **Head of Centre Signature** |  |
| **Date** |  |