

CENTRE APPROVAL POLICY FOR PEARL QUALIFICATIONS

Each centre where Pearl Qualifications take place must be approved by the Graded Qualifications Alliance.

The application forms for Centre Approval (Part A and Part B) are available from Head Office on request or as a PDF download from the website.

The application forms should be completed and returned to Head Office.

On receipt of a completed application forms, GQAL will issue a unique centre number. If the details on the application forms conform to the requirements of GQAL then a centre is provisionally approved and a visit by a GQAL Officer will be arranged within a 6 month period.

Following the visit a report compiled by the GQAL Officer will be submitted to Head Office and the Centre will be fully approved or advised of any further action needed to be taken in order to gain full approval, along with a time schedule for implementation.

APPROVAL CRITERIA

- Clear and coherent processes in place to manage the delivery of the Pearl Programme
- Clear and coherent processes to track learner assessments
- All buildings are fit for purpose
- All staff members involved in internal assessment have achieved Involved Assessor status
- Clear and coherent data management systems
- Operation of an open access and equal opportunities policy
- An appeals procedure for learners in place
- Agree to centre visits and monitoring activities by GQAL

QUALITY ASSURANCE

We will continue to monitor centres and further visits will be made if deemed necessary.

REPORTS ON CENTRES

Each time a visit to a centre is made a report will be compiled by the representative and sent to GQAL Head Office. A copy of the report will be sent to the centre.

SANCTIONS POLICY AND WITHDRAWAL OF APPROVED CENTRE STATUS

Should any centre be found or suspected of not complying with the approval requirements, GQAL reserves the right to impose a range of sanctions on that centre.

NON-FORMAL ACTIONS

GQAL will always seek to resolve non-compliance issues through discussion with centres in the first instance. The usual outcome of any such discussion and investigations into the non-compliance by GQAL will be an action plan which will identify what actions the centre should take to resolve the non-compliance issue and the dates by which these actions should be completed.

Centres should provide a regular update to GQAL detailing the actions that have been taken to show that progress is being made towards resolving the non-compliance issue.

On completion of all the actions the centre should report to GQAL that the non-compliance issue has been resolved. GQAL will reserve the right to further inspection of the centre's policies, procedures and activities to ascertain that this is the case.

GQAL will expect the centre to keep under review any new policies, procedures or activities that arise from the actions detailed in the action plan.

FORMAL ACTIONS

Should GQAL and a centre be unable to resolve the non-compliance issue by non-formal means, a number of formal actions can be taken by GQAL. These may include, but are not exclusive to:

- Suspending certification of candidates registered for certain units or qualifications should the issue of non-compliance be restricted to a certain unit(s) or qualification(s)
- Suspending certification of candidates registered for any GQAL qualification at that centre pending the outcome of investigations
- Withdrawing centre approval for a specified unit(s) and/or qualification(s) for a specified period
- Withdrawing centre approval for a specified unit(s) and/or qualification(s) indefinitely
- Withdrawing centre approval for a specified period
- Withdrawing centre approval indefinitely