APPLICATION FOR APPROVAL AS A CENTRE FOR OCR VOCATIONAL QUALIFICATIONS
GUIDANCE NOTES

Please note that the centre approval application form has been updated to reflect current qualifications and processes. You are required to complete all sections as appropriate before signing Section D, the Declaration.

Introduction
We welcome your application for approval as an OCR centre to deliver vocational qualifications. If you are a brand new centre to OCR please call our Customer Contact Centre on 024 76 851509.

We want to process your centre approval application as quickly as possible, so please read these guidance notes before you start completing the application form as they will help you provide the right information. The information that you provide will be protected by the Data Protection Act 1998 and will only be used with your consent.

All of the information that you need is on our website. However, if you require assistance in completing this form then please contact our Customer Contact Centre.

About this form

Please read the introductory information at the beginning of the application form, as you may not need to complete all sections.

The sections of the application form that you need to complete will depend on the qualifications you wish to offer and/or if you are an approved centre with OCR.

We have kept the form as simple as possible, whilst ensuring we capture all the information required. However, if you do not have enough space on the form to complete your details, please continue on a separate sheet, ensuring it is included with your completed form and that it has your organisation's details.

The application form comprises two parts:

- The first part has four sections A – D which require your centre details and the qualification requirements.

- The second part consists of two appendices, A and B, which relate to verified qualifications. They detail the criteria your centre needs to provide supporting evidence of, in order to gain approval for verified qualifications.

Section A – Centre details

This information provides us with your centre and contact details for our records.

Note that if you are a company, sole trader or partnership, we have a credit checking process in place to help us verify your credit worthiness. You need to have been established, and trading on credit terms, for a minimum of six months and able to supply us with two credit references (banks, solicitors and accountants are not considered as trade creditors and cannot be used as referees).

Section B – Your organisation

This information helps us identify the type and structure of you organisation, approval history, and any activity with other awarding bodies.

Your organisation may be located at one address, or it may consist of different locations that are defined as satellite or assessment sites. Please be aware that, whilst you do not need to identify these sites on the application form, all sites must be based in the UK. If you have any exceptions to this that you need taking into consideration, please contact us.

For the Certificate of Professional Competence (CPC) examinations you are required to provide details of any other examination venues you use. Each venue will need to be inspected before it can be approved as an examination site and a fee is required per venue.

Section C – Qualifications

Please complete as per the example below:

Scheme/entry code	Qualification title and level	Proposed start date	Average Number of candidates per annum
05340	Cambridge Technical IT Level 2 Certificate	01/09/2015	50
09495 - 09877	Functional Skills in English, Maths & ICT	01/10/2015	100
10378	Customer Service Level 1 Certificate	01/01/2016	30

You may list more than one qualification on the form, although we advise centres to only seek approval for qualifications that they intend to enrol learners on within 6 months of the application.

A full list of vocational qualifications can be found on our website, which is updated regularly, and includes any entry or certification expiry dates. Please take care to

ensure the correct qualification details are used. For a full list of the qualification codes and titles please refer to the admin guides on our website: **www.ocr.org.uk/admin-guides/**

Examined units

If the qualification you are seeking approval for has examined units with the option for on-screen and paper tests, please indicate the assessment method(s) you will be using.

Qualifications that contain examined units will require an inspection visit prior to approval being agreed if:

- You are not already approved with OCR to offer examined qualifications
- You do not currently offer GCSEs or GCEs.

You will need to ensure you can meet the appropriate conditions as detailed in the JCQ and OCR Instructions for conducting examinations booklets. The booklets detail which qualifications they refer to and can be found on the following websites: http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations and www.ocr.org.uk/admin-guides/

An inspection visit is not required if you only want to complete tests using the on-screen system. Please note that not all examined units offer an on-screen option, please refer to the admin guides for the latest information.

Qualifications that require an approval visit

Every application for a verified qualification, or qualifications that contain verified units, requires an approval visit prior to approval being agreed.

Section D – Declaration

Please read this section carefully. It should be signed by the Head of Centre/Principal/Chief Executive who is accountable for your centre. By signing the declaration you are confirming that all the information provided is accurate and you commit to undertake the relevant actions to maintain the integrity of the qualifications.

Appendix A – OCR criteria for verified qualifications (first application for a verified qualification)

To offer verified qualifications, you need to meet the approval criteria as detailed in the OCR criteria for verified qualifications. If this is your first application for approval for a verified qualification with OCR, please complete this section. For each qualification for which you are requesting approval, you will need to provide us with evidence that you comply with the criteria. Please read all of the criteria and indicate in the box alongside each one when you will be providing supporting evidence.

Appendix B – OCR criteria for verified qualifications (already approved for at least one verified qualification)

If you are already approved with OCR for a least one verified qualification and are seeking approval for further verified qualifications, please complete this section. You will be required to provide us with evidence that you comply with the criteria and indicate in the box alongside each one, when you will be providing the supporting evidence.

Other useful documents and resources

We have other documents and resources that can help you deliver vocational qualifications, which we recommend you read before completing this form. These can be found on our website
www.ocr.org.uk/qualifications/by-type/vocational-education-and-skills/

Assessment
For detailed information on how qualifications and units are assessed please refer to the OCR Admin Guides which can be found at www.ocr.org.uk/admin-guides/

Fees
Our current fees, including those required for inspection and approval visits, can be found at www.ocr.org.uk/fees/ For qualifications where an inspection and or an approval visit fee apply, we will invoice you.

Please note that OCR reserves the right to charge an annual centre fee. Work-based learning centres and colleges offering OCR vocational qualifications will be invoiced for an Annual Centre Fee. The centre's eligibility will be based on vocational qualification entry activity for the preceding financial year. The current annual centre fee can be found at http://www.ocr.org.uk/fees/.

Please return your completed form and any attachments to:
Email: ocrvocationalapprovals@ocr.org.uk
or post to
OCR
Data and Reporting Team
Operations
Progress House
Westwood Way
Coventry
CV4 8JQ

Once we have reviewed your application we will contact you to advise you what happens next.

Contact details

For any enquiries relating to your approval please contact:

OCR Customer Contact Centre
Telephone: 024 76 851509
Facsimile: 024 76 421944
Email: vocational.qualifications@ocr.org.uk

A448/0716