LIBF
Part of Walbrook Institute London

Updated November 2022

Centre Arrangements Policy

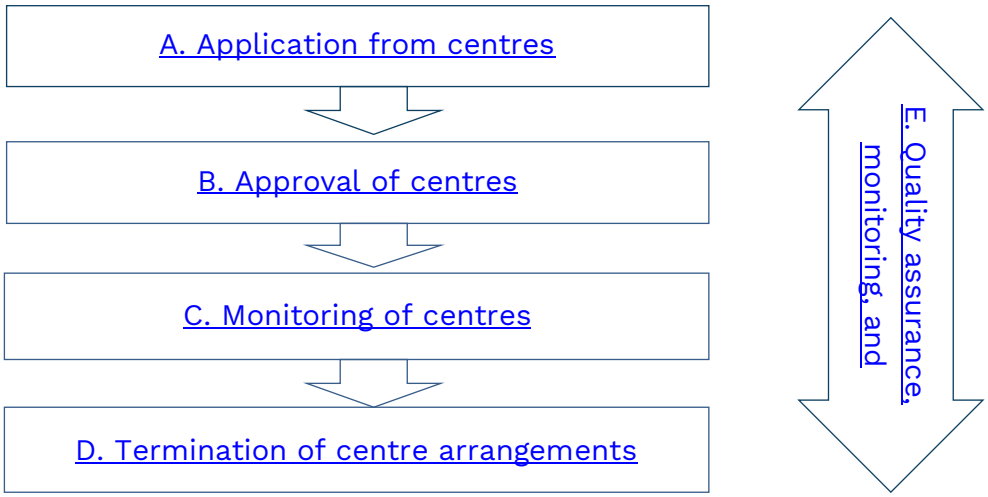
The purpose of the Centre Arrangements Policy is to set out the arrangements for approval and ongoing management (including termination) of relationships developed between LIBF and schools, colleges, and other third parties (collectively known as centres) delivering LIBF's professional or financial education qualifications.

In managing centre arrangements, we adopt key principles to ensure

- academic standards of our qualifications are maintained
- appropriate and comparable learning opportunities are made available to learners, wherever a qualification is delivered
- the arrangements for assuring quality and standards are rigorous, secure, and can withstand scrutiny.

Summary of policy

The key stages in ensuring the quality and standards during the approval and ongoing management, and possible termination, of arrangements for new and existing centres are set out in the diagram below.



We have arrangements with different types of collaborative partner that qualifications regulators Ofqual, Qualifications Wales and CCEA term as 'centres',

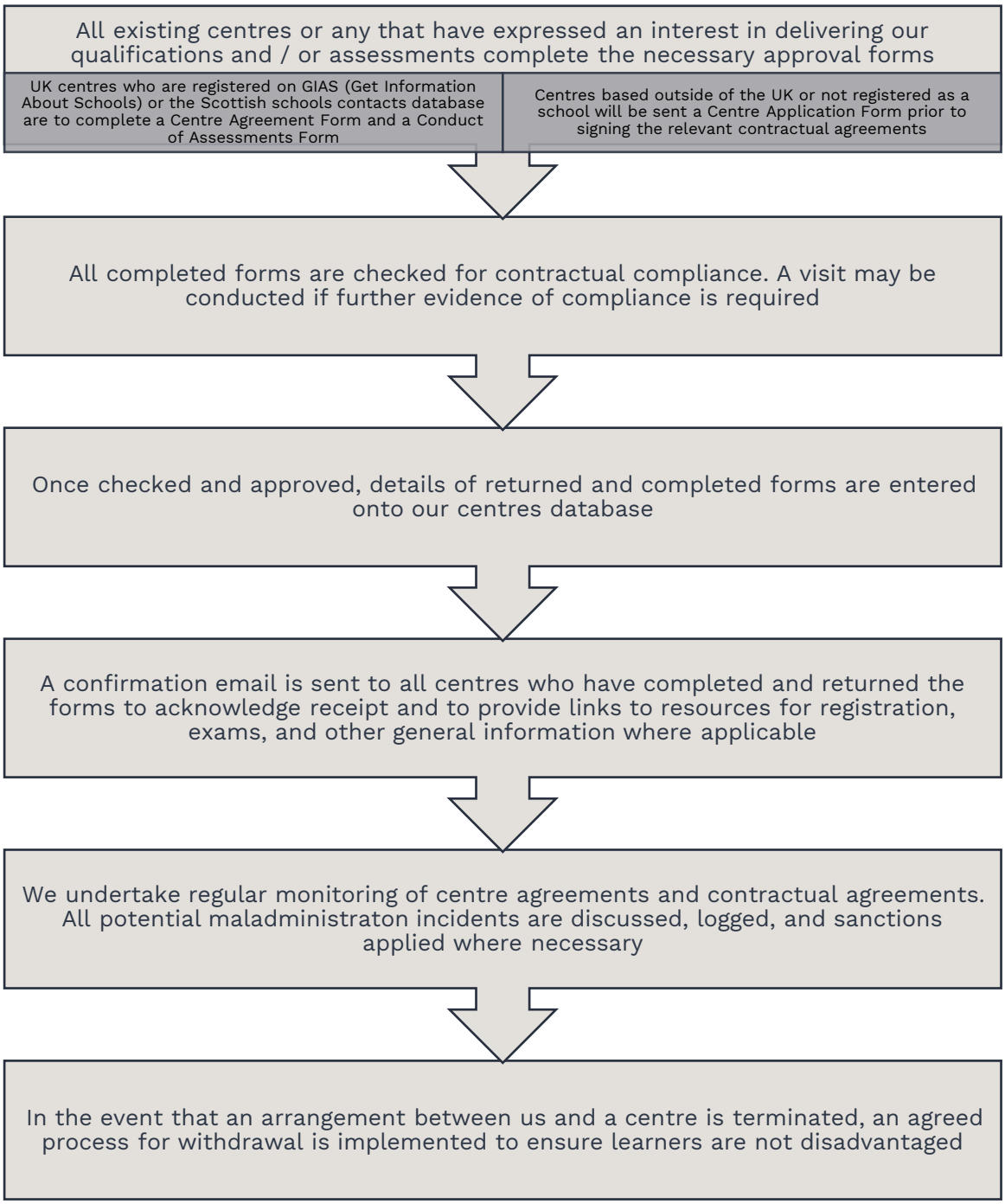
specifically for the delivery of some or all parts of a qualification. These include schools, colleges, and independent assessment centres. The regulators' General Conditions of Recognition (GCR) define a centre as, *"An organisation undertaking the delivery of an assessment (and potentially other activities) to Learners on behalf of an awarding organisation"*.[1]

A more detailed summary of the centre arrangements process for different types of centre is as follows

[1] Ofqual, *Recognition Criteria*, p10

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All our assessments are set and marked by us without any delegation to centres in this respect. All centres and their learners are subject to the procedures set out in the appropriate policies and procedures.

We understand that, for our professional qualifications, there are external training providers that offer support to learners undertaking those qualifications. Arrangements with external training providers are between the provider and the

learner, and are independent of us. Consequently, they are not covered by this policy.

Section A - application

1.1 In order to apply to become a recognised centre with us, a prospective centre will complete the relevant application form depending on the nature of their provision. A registered school or college will complete the centre agreement form and the venue requirements form. For a prospective centre that's overseas or not registered as a school or college, baseline information regarding the organisation and the arrangement will be captured at the time of application, with proposals presented for approval where necessary before signing the required contractual agreements. These different application methods enable us to understand the nature of the centre applying and ensure regulatory compliance.

1.2 In order to be approved, centres must confirm during the application process that they meet the following overarching requirements:

- centres take all reasonable steps to make sure we're able to comply with regulators' General Conditions of Recognition
- the delivery of qualifications is accessible and fair to all students, in accordance with the Equality Act 2010
- they are sufficiently supported in terms of financial, human, and physical resources to make sure of their effective delivery
- quality assurance policies and procedures are rigorous, robust, sufficient, and appropriate
- all reasonable steps are taken to comply with requests for information (which may be via meetings or documentation) made by us or the regulators as soon as is practicable
- assistance is given to us in carrying out any reasonable monitoring activities and to assist the regulators in any investigations made for the purposes of performing its functions

- centres comply with all reasonable requirements made by us in order to continue to deliver the qualification
- centres will comply with the sanctions policy applied in the event they fail to comply with these requirements
- centres operate a complaints handling procedure or appeals process for the benefit of students
- centres have an appropriate process for identifying, preventing, and investigating malpractice and maladministration
- an agreed process with us is followed in any withdrawal of a centre (whether voluntary or not) from its role in delivering qualifications
- all reasonable steps are taken to protect the interests of students in the case of such a withdrawal.

Section B - approval

2.1 Before entering into any centre arrangement, we adopt a rigorous phased approach, covering search, screening, implementation, and review. We look at qualification delivery, brand reputation, financial, legal, and commercial aspects to inform the application process and consideration of a potential centre.

2.2 An approval visit may be made to the prospective centre to review how resources and systems will be organised to manage the arrangement at the partner institution. The decision to visit will depend on the level of risk identified by us during our review of an application.

2.3 The formal criteria for approving arrangements with a centre are agreed by the Centre Monitoring Group, for financial education delivery, or by the Academic Partnerships Risk Advisory Group, for professional education delivery. The process for approving financial education centres following receipt of an application is delegated to the Assessment Operations department.

2.4 Once they've been approved, centres are bound by the terms of a formal agreement with us which sets out the terms of the relationship, expectations, and the role and responsibilities of the centre in the provision of, where applicable, tuition, assessment, and student support services. In all cases, mechanisms need to be in place to make sure that quality assurance requirements are met.

2.5 In all cases, the delegation of powers by centres to other institutions is specifically excluded by the contractual agreement. Prior agreement is required in respect of any change to the agreed method of delivery. Prior approval is also required where a centre seeks to extend its delivery to additional locations, such approval being consistent with the approval of a new centre.

2.6 Once approved, we ensure all relevant guidance and information for the purposes of the delivery is made available to the centre.

Section C - monitoring

3.1 Responsibility for the oversight and monitoring of centre provision lies with the Centre Monitoring Group and the Academic Partnerships Risk Advisory Group. In addition, we have Relationship Managers/Directors who maintain regular contact with the centres. Any concern identified by these Relationship Managers/Directors is reported to the relevant committee.

3.2 The Centre Monitoring Group and the Academic Partnerships Risk Advisory Group regularly monitors and discusses centres to identify and log any potential issues at centres. Monitoring is undertaken on a regular basis and supports the safeguarding against financial and / or other irregularities.

3.3 Centres are required to provide access or further information to inform us or the regulators of the monitoring of its delivery and / or assessment of a qualification.

3.4 Depending on the level of risk identified from centre monitoring, a more detailed review of, and / or visit to, the centre may be undertaken. This may be triggered by:

- concerns resulting from annual monitoring
- major changes in the nature and / or scope of the centre arrangement or
- information gained about malpractice and / or maladministration by the centre, as detailed in the Centre Malpractice and Maladministration Policy.

3.5 During the monitoring process, or in the event of a visit to the centre, we take all reasonable steps to ensure that it doesn't impose unnecessary or unduly burdensome requirements on centres.

Section D - termination

4.1 An arrangement between us and a centre may come to an end for various reasons. An approved centre may decide to no longer offer a qualification. We may decide to stop offering a centre the delivery of a qualification due to the centre's lack of compliance with its policies or the regulators' General Conditions of Recognition. In some extreme cases, we may decide that a centre poses a risk to our reputation and will seek termination of the relationship.

4.2 Once a notice of termination has been given by us to a centre or received from a centre, the following will apply

- we'll arrange an urgent discussion between us and centre staff to set out and agree the process and schedule for the withdrawal of arrangements. A clear timetable for the withdrawal of support services should be agreed
- we, either on our own or jointly with the centre, will communicate with each affected student informing them of the withdrawal of the centre support services, advising them of the timeframe for the transition arrangements, and of the study and support options available to them

- the centre will continue to apply the approved procedures for the support and assessment (where applicable) of learners during the withdrawal period
- we'll remain committed to providing support to each learner to enable them to complete their qualification, following the termination of the centre agreement.

4.3 In all cases, the termination decision must be communicated promptly to us by the centre or to the centre by us. Communication of the decision must allow sufficient time for detailed transitional arrangements to be discussed and agreed.

4.4 The timeline for completion of the termination will be agreed by us with the centre on a case-by-case basis.

4.5 Once the timetable and detailed arrangements for the withdrawal have been agreed, we'll write to the centre to confirm the arrangements for the termination of the arrangements.

Section E - quality assurance, monitoring, and review

5.1 The policy is subject to regular monitoring and review in order to maintain the highest possible standards of consistency and quality.

5.2 The policy is formally approved by the Centre Monitoring Group and Academic Partnerships Risk Advisory Group.

5.3 The policy has been developed to comply with all relevant legislation, the Ofqual, Qualifications Wales and CCEA General Conditions of Recognition and other relevant guidance.

5.4 We are subject to regulation by the qualifications regulatory authorities, Ofqual, Qualifications Wales and CCEA.