

Approved Training Centre (ATC) Agreement



Safety Training Awards (STA) are required to ensure that its Approved Training Centres (ATC) formally agree to our approval criteria. We are governed by the following regulatory authorities:

- Ofqual (Office of Qualifications and Examination Regulations)
- SQA Accreditation (Scottish Qualifications Authority)
- QW (Qualifications Wales)
- CCEA (Council for the Curriculum, Examinations and Assessments)

By signing this document you agree, as an Approved Training Centre (ATC), to adhere to Safety Training Awards policies, procedures and the approval criteria detailed below. Failure to do so may result in sanctions being applied in line with our sanctions policy.

1. Centre Management, Policies, Procedures and Legislation

1.1	Adhere to Safety Training Awards policies, procedures and the Approved Training Centre (ATC) criteria at all times.
1.2	Ensure that all qualifications that are delivered under the centre approval follow the requirements set out by Safety Training Awards for the delivery and assessment of the qualification.
1.3	Ensure that all sites comply with relevant Health and Safety legislation and risk assessments are completed for all training and assessment activities.
1.4	Comply with the GDPR and do nothing to compromise data security.
1.5	Make all learners aware of the requirements, policies and information applicable to them for the qualification they are undertaking, which are downloadable from Safety Training Awards website.
1.6	Deliver Safety Training Awards qualifications in accordance with National Laws, including those relating to Health and Safety and Equalities Law.
1.7	Operate appeals and complaints procedures for the benefit of learners which meets the requirements of Safety Training Awards.

2. Centre Resources and Staffing

2.1	Ensure all tutors, assessors and quality assurers are qualified in line with Safety Training Awards requirements and have been approved to carry out any training, assessment or quality assurance activities.
2.2	Appoint a current employee to act as the Approved Training Centre (ATC) Co-ordinator. This person will be the appointed contact between the Approved Training Centre (ATC) and Safety Training Awards.
2.3	Maintain a workforce of appropriate size and competence to undertake the delivery, assessment and quality assurance of the qualifications the centre is approved to deliver as required by Safety Training Awards.
2.4	Maintain sufficient managerial and administrative resources to enable the effective and efficient delivery of Safety Training Awards qualifications.

2.5	Report any findings of tutor, assessor, learner or quality assurer malpractice or maladministration to Safety Training Awards immediately.
2.6	Have available sufficient and suitable resources to enable it to efficiently and effectively deliver the qualification in line with Safety Training Awards requirements.
2.7	Ensure Centre personnel involved with the assessment of Safety Training Awards qualifications do not have any conflicts of interest. This includes assessors, quality assurers and invigilators. All conflicts of interest shall be declared and managed in line with Safety Training Awards conflict of interest policy.

3. Malpractice / Maladministration

3.1	Notify Safety Training Awards of any changes within the Approved Training Centre (ATC) which may impact on their ability to fulfil the requirements of this agreement.
3.2	Investigate any form of malpractice or maladministration in line with Safety Training Awards procedures.
3.3	Assist Safety Training Awards or any other regulatory body with investigations which are necessary for the performance of their duties.
3.4	Report any instances where the Approved Training Centre (ATC) are unable to comply with this agreement to Safety Training Awards at the first available opportunity.
3.5	Work with and support Safety Training Awards with any decision it takes in the event of malpractice or maladministration.
3.6	Any concerns of tutor, assessor, quality assurer performance to be reported to Safety Training Awards immediately.

4. Centre Records, Data and Access

4.1	Retain all historical data as required by Safety Training Awards and in line with the GDPR.
4.2	Comply with Safety Training Awards requests for data, information or any documents required by its regulators as soon as practicable.
4.3	Allow access to the Approved Training Centre (ATC) facility, staff, learners and records within reasonable notice (usually 7 – 10 days).
4.4	All data, information and documents submitted to Safety Training Awards must be current, accurate and complete.
4.5	Will allow where required, Safety Training Awards and any EQA's appointed on their behalf access to training venues/rooms including swimming pools.
4.6	Safety Training Awards may request information from the Approved Training Centre (ATC) in order to help develop qualifications and for research purposes.
4.7	Assist Safety Training Awards and regulatory bodies in carrying out any reasonable monitoring activities.

5. Centre Quality Assurance

5.1	Carry out internal quality assurance activities and standardisation in accordance with Safety Training Awards centre approval requirements.
5.2	All documents from internal quality assurance checks to be uploaded to STA Online within 28 days of the IQA monitoring activity.
5.3	The Approved Training Centre (ATC), upon request by the EQA (minimum 7 days), will prepare all the necessary paperwork and materials required by Safety Training Awards for an external quality assurance visit/activity.

5.4	Following quality assurance, action points must be addressed within the given timeframe.
-----	--

6. Withdrawal of Qualifications and / or Approval Status

6.1	If, for any reason, a course cannot be completed to make arrangements for learners to continue their learning at another site without extra cost or inconvenience.
6.2	Give a minimum of one month notice in order to terminate this agreement, this must be communicated to Safety Training Awards in writing.
6.3	Work with Safety Training Awards to protect the interests of current and potential learners throughout the withdrawal process.
6.4	Safety Training Awards have the right to withdraw or suspend the status of any Approved Training Centre (ATC) who has not met the requirements of this agreement. In this instance, the centre will work with Safety Training Awards in order to protect the interests of learners.
6.5	There's no official partnership arrangement or business venture of any kind. Approved Training Centre (ATC) status provides the centre with the opportunity to use Safety Training Awards as an awarding organisation.

7. Centre Learner Registration and Support

7.1	Register learners in line with Safety Training Awards requirements.
7.2	Comply with Safety Training Awards requirements relating to the authentication of learners.
7.3	Ensure, as far as reasonably practicable, that equal opportunities are offered to all learners attending the course.

8. Centre Promotion

8.1	Use any logos/marketing materials in line with the terms and conditions set out by Safety Training Awards.
8.2	Ensure that information communicated to users of qualifications by anyone connected with the Approved Training Centre (ATC) in respect of Safety Training Awards qualifications is accurate and up to date.

Approved Training Centre Details

ATC Name	
Registered company no (if applicable)	
Registered address	
Website	

Site Details

Site Name	
Registered Address	

Site Details

Site Name	
Registered Address	

Centre Personnel

Please provide details of staff who will be the key contacts within your Approved Training Centre (ATC):

Name		Role	Co-ordinator
Membership Number (if applicable)			
Full Address			
Contact Numbers			
Email Address			

Name		Role	Site Contact
Membership Number (if applicable)			
Full Address			
Contact Numbers			
Email Address			

Name		Role	Accounts (Finance) Contact
Membership Number (if applicable)			
Full Address			
Contact Numbers			
Email Address			

Name		Role	IQA
Membership Number (if applicable)			
Full Address			
Contact Numbers			
Email Address			

Name		Role	Tutor / Assessor
Membership Number (if applicable)			
Full Address			
Contact Numbers			
Email Address			

Name		Role	Tutor / Assessor
Membership Number (if applicable)			
Full Address			
Contact Numbers			
Email Address			

Please confirm if there are any conflicts of interest within the named centre. (please refer to the conflict of interest policy on the Safety Training Awards website for more information)	Yes		No	
	If there is a conflict of interest, please complete the Conflict of interest disclosure form from the Safety Training Awards website and submit this along with the ATC Agreement: https://www.safetytrainingawards.co.uk/wp-content/uploads/2018/01/Conflict-of-Interest-Disclosure-Form-v18.1.pdf			

Please provide a copy of your professional indemnity, public liability and (where applicable) employers liability insurance. If you hold current STA membership insurance this will be active on the Approved Training Centres online account so you do not need to provide copies of this.	Yes		No	

Third Party and Contracting Arrangements

Give details of any third party or sub-contracting arrangements you have or intend to make: i.e. In the delivery and assessment of Safety Training Awards qualifications or concerning the marketing, advertising, recruitment or enrolment of learners to such qualifications.

Do you have centre approval with any other Awarding Organisations?	Yes		No	
Please provide us with the details below of the Awarding Organisation and the qualifications you had approved.				

Has your centre ever had Direct Claims Status (DCS) withdrawn, approval removed, or sanctions applied?	Yes		No	
Please provide us with the details below.				

Centre Policies and Requirements

Can you provide the following documents to support your ATC application:

- Equality and Diversity Policy
- Complaints Policy
- Appeals Policy
- Malpractice and Maladministration Policy
- Safeguarding Policy (where applicable)
- Health and Safety Policy
- Internal Quality Assurance (IQA) Policy

Safety Training Awards have policies in place which are available to view on the Safety Training Awards website and can support centres in providing the required policies (centres will need to produce their own policies).



Qualifications

Please identify which qualifications you are seeking approval to deliver and your estimated registration numbers for the first 2 years.

Qualification Title	Proposed Tutor	Proposed Assessor	Proposed IQA	Registrations Year 1	Registrations Year 2

Please provide any information you can to support the qualifications you are seeking approval for i.e. a description of your centre activities, achievements, resources, facilities and any other information you think may be useful.

Final Declaration

By signing this form, I confirm to the best of my knowledge that at the date of submission all information provided is true and accurate.



✓	
	I can confirm that the named centre has an agreement in place with the named IQA included in this form, to conduct internal quality assurance activities on all Safety Training Awards regulated qualifications

Centre Co-Ordinator Name	
Centre Co-Ordinator Signature	
Date of Submission	