

## **Review of Academic Oversight (RAO)**

**Application form**

**for**

**Centre Accreditation**

# Accreditation Process

## Notes for guidance

Education providers should read this guidance prior to applying for RAO accreditation by GQAS. Providers will need to gather a considerable amount of evidence for their accreditation and this process is demanding. All institutions may find the following guidance helpful:

1. The completed application form (RAO 1), your Self - Assessment Report (SAR) and the completed checklist (RAO 3) and associated documents provide the initial information that GQAS needs.
2. Once we have received the completed application form, SAR and the relevant documents mentioned in the checklist, GQAS will consider the application and produce an Interim Statement
3. GQAS will prepare for the inspection visit by coordinating with the Centre Quality Coordinator. The full inspection will normally take place over two days with two senior inspectors
4. Once the Centre has received a successful inspection confirmation, accreditation will be awarded by GQAS. The Centre can expect another full inspection within two years and a short 'drop in' inspection may take place at any time.

Centres applying for GQAS accreditation must be bona fide institutions, providing high quality programmes in either the further or higher education sectors (or both), and approved by legitimate, recognised awarding bodies. They should be delivering in an appropriate environment to enable students to achieve their learning outcomes and should employ suitable, qualified staff to deliver programmes at the required level(s).

Centres should provide a congenial, safe and pleasant atmosphere for study and adequate support for teaching and learning enhancement, with appropriate student welfare measures and study resources. They should operate within the context of the relevant country's education regulations and requirements..

Centres should engage students in the development of employability skills in accordance with industry expectations in their region / country of operation.

## Section 1 Provider Information

**Name of Centre:**

**Contact information**

Address:

Postcode (if applicable):

Telephone number:

Email address:

Website address:

**Name and email address of Centre Quality Coordinator:**

**Addresses of any additional sites / branch campuses:**

**Address of administrative head office (if different from above):**

Address:

Postcode:

Telephone number:

Email address:

Website address:

## Section 2 Legal status and Financial sustainability

Date of company incorporation:

Is your institution a subsidiary company of another organisation?

Yes

No

If yes, please provide full details, including name, legal status, country in which the parent company was incorporated:

Company name:

Registration no:

Date of registration:

Is the company limited by shares or by guarantee?

Please list the names of the Owners / Directors with their share holding:

Name of the Director	Percentage of share holding

If the institution is a charitable concern, please state the terms on which the business operates:

If a partnership, please list the names of all partners:

Name and address of the Institution's bankers:

Name and address of the institution's accountants:

### Section 3 Health and Safety and Premises

Are the premises leased or owned by the Institution?

If leased, please give expiry date(s) for the lease:

If leased, please provide the lease agreement validity More than  2 yrs Less than  2 yrs

Have you undertaken a health and safety risk assessment? Yes  No   
(If yes, by whom?)

Have you undertaken an external fire risk assessment? Yes  No   
(If yes, by whom?)

Do you have a health and safety policy, for students and staff? Yes  No

Name of the person responsible for health and safety:

### Section 4 Management and Governance

Name and title of Head of Organisation:

Qualifications held by Head of Academics (HoA) or Director of Studies (DoS):

Years in position:

Is the HoA or DoS;  Full time?  Part time?

Is the DoS / HoA an Academic Head at another institution in your country? Yes  No   
(If yes, please give the name, address and contact details of that institution)

Does the HoA / DoS have any other work commitments? Yes  No   
(If yes, please give details of these)

### Staffing numbers

Academic staff: under 20 hours	<input type="text"/>
Teaching staff: 20 hours and over	<input type="text"/>
Non-academic staff: FT	<input type="text"/>
Non-academic Staff PT	<input type="text"/>

Does your Institution have the following.....

Employer's Liability Insurance? Yes  No

Equal Opportunities Policy relating to employment? Yes  No

Organisational structure with names? Yes  No

Terms of reference (ToR) for your institution's Committees and Boards? Yes  No

## Section 5 Quality Assurance

Do you have an internal quality assurance policy? Yes  No

Do you have an internal verification policy? Yes  No

Do you have a staff development policy? Yes  No

Do you have programme monitoring procedures in place? Yes  No

Do you have systems in place for student completion and progression analysis?

Yes  No

Do you have any other quality assurance accreditation in place?

Yes  No

## Section 6 Programme Delivery

Please provide details of the total number of students based on headcount at further and higher education levels

Academic Year	Full time	Part time	Distance Learning	Total
2013/14				
2014/15				
2015/16				
2016/17				
2017/18				
2018/19				
2019/20				

Please provide the programme details below

Programme name	Date of approval	Subject benchmarking statements (applicable for degree programmes)	Programme level (FE/HE)	Awarding Organisation name	Head count for current academic year

Awarding organisation / University details

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Name of the Awarding organisation / University awarding the degree	Name and contact details of key contact for the Awarding organisation / University	Name and address of the Awarding Organisation / University

## Section 7 Student recruitment

Name of Marketing Officer:

Does your Institution have the following.....

Agent appointment procedures for the marketing of your institution and the recruitment of students?      Yes       No

Administrative procedures for processing student enquiries and processing admissions?      Yes       No

Approvals/licences for the use of images used on the website and other hard copy literature?      Yes       No

Diversity and equal opportunities policy that includes duty of care to students?      Yes       No

## Section 8 References

Please provide two professional references in support of your institution's application for GQAS accreditation. At least one should be able to provide a personal reference for the Head of Organisation / Director

### Reference 1

Name
Address
Contact e-mail:

### Reference 2

Name:
Address:
Contact e-mail

## Section 9 Declaration

(Must be completed by the Head of Organisation / Director)

1. I declare that to the best of my knowledge that my institution is financially sustainable and that I am able to meet my financial commitments in terms of expenditure for both staff and students' resources.
2. I declare that the information provided in this application is correct and that all supporting documents are genuine and accurate.
3. I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.

4. I authorise GQAS to approach the referees nominated to gain information relating to this application, on the understanding that this information will be treated in absolute confidence.
5. I agree to inform GQAS about any material changes in regards to the ownership of the institution or senior management team, or significant variation in the academic programme, which occur more than three months before the scheduled date for submitting the annual monitoring report.
6. I accept that I will submit the GQAS returns within the required time frame and will make arrangements with GQAS reviewers to ensure successful annual reviews.
7. I understand that failure of continuing compliance with the GQAS quality standards may lead to the removal of my institution's accreditation by GQAS.
8. I declare that no material in this application has been plagiarised. I confirm that any material in this application that is the intellectual property of another person or organisation is used with the express permission of that person or organisation.
9. I declare that I have been truthful in all dealings and I am willing to comply with the necessary requirements and quality standards of GQAS

Signed: by e mail

Date:

Print name:

Position / title:

Institution name

## **Self - Assessment Report**

Please refer to (RAO 2) *Self - Assessment Report* when drafting your SAR. The format in which you present your report is a matter for the Centre to decide, but please ensure that you present information fully and clearly.

The SAR is intended to extend the information provided in the application form, to focus upon the Centre`s strengths and areas for improvement and to comment on how well the Centre considers itself to be meeting the RAO Standards.

The completed RAO application form must be submitted to GQAS at the same time as the SAR.

## **Final checklist**

***Before you submit your application.....***

- Have you completed form RAO 3 *Checklist of documents* and prepared copies of relevant documents to submit to GQAS?**
  
- Has your application form been fully completed and has it been signed and dated?**
  
- Have you also completed your SAR for submission with your application form?**