



Reference Number: AQ_12-a03

Centre Regulations

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
AQ_12			James Stephenson	Policy created
AQ_12-a01			James Stephenson	
AQ_12-a02	10 June 2015	30 June 2016	James Stephenson	Reviewed
AQ_12-a03	13 November 2015	30 June 2016	Emma Dawkins	Updated

Centre Regulations

Every NCC Education Centre is expected to follow these regulations at all times to ensure the integrity and security of qualifications and programmes is maintained and not brought into disrepute. This is a condition of accreditation.

A: Centre Management and Governance

Standard	Example of Evidence
A1: Centre is solvent and financially sound.	Last three years audited accounts or Bank reference letter
A2: Centre is legally operating and holds necessary government licences.	Business Registration Certificate (or equivalent) Licences to operate
A3: Centre has all necessary government or regulatory approval to offer NCC Education qualifications.	Certificates of approval
A4: Centre maintains high ethical standards with respect to equal opportunities and eliminating discrimination.	Equal Opportunities Policy

B: Quality Assurance Systems

Standard	Example of Evidence
B1: Centre has a Malpractice and Maladministration Policy in place to minimise the risk of malpractice. There is a clear process in place to investigate and deal with suspected malpractice in an open, fair and effective manner.	Malpractice Policy
B2: Centre has procedures in place to ensure the secure and fair delivery of assessments.	Assessment security arrangements
B3: Centre has policies and procedures in place to support candidates requesting special considerations in their assessments.	Special Considerations Policy
B4: Centre has procedures in place for candidates to formally complain and to enquire, question or appeal assessment decisions.	Complaints Policy Appeals Policy

C: Facilities

Standard	Example of Evidence
C1: Centre complies with local health and safety legislation.	Health and Safety Policy
C2: Centre has appropriate facilities and procedures in place to ensure the secure and fair delivery of assessments.	Independent Inspection Report
C3: Centre has facilities appropriate to the mode of teaching/delivery of the qualification.	Independent Inspection Report

D: Staff

Standard	Example of Evidence
D1: Head of Centre (who has operational control and accountability) must be appropriately qualified. NCC Education must always be notified of any changes to the Head of Centre.	CV

D2: Centre Co-ordinator (the person responsible for the day-to-day running of NCC Education qualifications and teaching programmes) must be appropriately qualified. NCC Education must always be notified of any changes to the Centre Co-ordinator.	CV
D3: Centre has enough qualified and competent staff to deliver and assess the qualification and programme.	CVs for all teaching staff
D4: Centre has a way of collecting feedback from candidates to help identify areas of improvements in the student learning experience	Sample student feedback forms Staff Development Policy