

# Centre Approval Requirements

To achieve and maintain approved centre status a centre must provide evidence that the following systems are in operation:

## 1. Management

To maintain overall responsibility for all operations (programme delivery, assessment, and internal quality assurance) and provide support to learners and the centre team (tutors, assessors, IQAs). Evidence includes:

- i. An appointed Centre Contact
- ii. An appointed Administration Contact
- iii. An appointed Examination Contact
- iv. An equality and diversity statement and information regarding its implementation in relation to access to training and support for learners and the teaching team
- v. Arrangements for reasonable adjustment and special considerations
- vi. An appeals procedure
- vii. A malpractice and maladministration procedure
- viii. Induction materials
- ix. High quality learning materials
- x. Assessment and internal quality assurance materials

## 2. Human resources

To ensure the quality of programme delivery, assessment and internal quality assurance, evidence includes:

- i. Records of qualifications and experience of the teaching, assessment and internal quality assurance team
- ii. Records of staff development, training and meetings for standardisation of assessment practice

## 3. Programme delivery

To ensure that learner learning is high quality, evidence includes:

- i. Programme timetables reflecting progressive and logical structure of the learning programme
- ii. Demonstration of a variety of teaching and learning approaches
- iii. Management of assessment opportunities for all units and qualifications
- iv. Records of delivery for both internally delivered and blended/distance learning programmes
- v. Records of learner support provision. High quality resources and support materials to assist learning (YMCA Awards learning materials must be used if centre resources do not meet the required standard)
- vi. Records of provision of equality and diversity, with access to learning

#### **4. Internal Quality Assurance**

To quality assure the assessment process ensuring consistency between members of the assessment team, evidence includes:

- i. An internal quality assurance plan that demonstrates appropriate sampling to cover the needs and experience of different assessors, programmes and assessments, learners and assessment sites
- ii. Internal quality assurance reports and records of feedback to the assessment team
- iii. Provision of training in response to identified needs

#### **5. Assessment**

To ensure the quality of practice and procedures, evidence includes:

- i. Learner profile records
- ii. Accreditation of prior achievement/learning records
- iii. Formative and summative assessment records
- iv. Valid and reliable assessment methods
- v. Valid and reliable learner evidence

#### **6. Physical resources**

Evidence includes:

- i. Health and safety procedures, including risk assessments
- ii. Appropriate physical environment and equipment
- iii. Teaching aids
- iv. Learning resources

#### **Management of Units and Qualifications**

- Centres must endeavour to show the following:
- Active involvement of senior management to ensure that the quality of programme delivery, assessment and internal quality assurance is maintained
- Authorisation and allocation of human resources with roles and responsibilities clearly defined in relation to programme delivery, assessment and internal quality assurance
- Time allocation for regular team meetings between all staff involved in the delivery, assessment and internal quality assurance of the units and qualifications
- Details of any formal collaboration with other centres and/or associated satellite sites defining responsibilities, to ensure accountability and quality control
- Arrangements for the provision of appropriate Continued Professional Development (CPD) activities for tutors, assessors and IQAs' to ensure the achievement and maintenance of the highest possible standards
- Effective structure and time management of the specific programmes delivered to promote opportunity for learner achievement. This requires the provision of a planned and detailed scheme of work aligned to the unit or qualification syllabus.
- It should incorporate information regarding how and when formative and summative assessment will take place.

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- A commitment to providing effective and inclusive induction and learning support to meet learners needs. This requires clear statements of how learning support will be provided throughout the programme, defining the facilitation and records of support for those learners with identified reasonable adjustments and special considerations
- Provision of the appropriate physical resources (in accordance with the relevant health and safety legislation), for the effective delivery of the unit or qualification
- A clear commitment to equality and diversity, with the provision of a written equality and diversity policy, which is communicated to staff and learners.
- Access to information, guidance and advice on equality and diversity must be provided for learners and centre staff
- Provision of a clearly documented appeals policy that is accessible to staff and learners. Additional information on the YMCA Awards appeals procedure should be openly accessible to learners and centre staff
- Provision for (and reports demonstrating) regular centre reviews and evaluation of unit and qualification delivery
- Accurate records of learner achievement which are retained for the relevant periods

### **Annual registration (Annual Registration Form)**

All YMCA Awards programmes must be registered annually by the centre via completion of an Annual Registration Form. The form can be completed and submitted via YMCA Awards website.

An accurately completed Annual Registration Form will help to ensure that YMCA Awards is:

- Aware of the centre's delivery and assessment plans
- Able to provide the appropriate external quality assurance and support

Learners should also be registered on YMCA Awards Parnassus within the first 10% of the course start date. A member of the YMCA Awards Customer Support Team can advise you regarding this should you need additional support once formal YMCA Awards approval is completed

### **Centre Agreement**

Centres in the YMCA Awards approval process will be asked to complete a 'Centre Agreement' and various approval forms prior to formal YMCA Awards approval completion

## Human resources

YMCA Awards are committed to monitoring and maintaining the quality of:

- Programme delivery
- Assessment
- Internal quality assurance

A YMCA Awards Centre Evaluator will review all centre approval applications to ensure that centres applying for approved centre status have the appropriate systems in place to demonstrate:

- Appropriately qualified and sufficient human resources to enable effective delivery and assessment of the unit/qualification
- Continuity and consistency in the quality of programme delivery and assessment
- Opportunities for the provision of staff development and support, to include:
  - Induction
  - Performance reviews
  - Quality assurance meetings
  - Continuing professional development
  - YMCA AWARDS centre training days
- Sufficient and appropriate course material for programme delivery (YMCA Awards learning materials must be used if centre resources do not meet the required standard)
- Adequate time to plan, administer and deliver the qualifications with sufficient time allocation for learner guidance and support
- Evaluation activities to monitor the effectiveness of programme delivery and assessment, to include:
  - Learner evaluations
  - Tutor evaluations
  - Assessor evaluations
  - IQA reports
  - Minutes of team meetings
  - Appraisals

## Criteria for Appointment of Tutors, Assessors and Internal Quality Assurers

All Levels:

- Current occupational competence with relevant experience and qualifications in the fitness sector or appropriate field
- Hold appropriate teaching and assessing qualifications (at Level 2 and 3, the separation of the roles of Tutor and Assessor is encouraged to avoid potential conflict of interest. Where this is not possible please apply to YMCA Awards for approval)
- Hold appropriate Internal Quality Assurance qualifications where relevant

Further information regarding specific YMCA Awards requirements for centre staff can be found on the YMCA Awards website.

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*Please note:*

*The work / judgements of un-certificated assessors /internal quality assurers must be checked, authenticated and countersigned by an appropriately qualified assessor and/or IQA*

Appropriately qualified IQAs must sample an increased ratio of un-certificated assessors' assessment decisions to ensure correct decisions/judgements are made.

## **Programme Delivery**

YMCA Awards offer a wide range of resources to assist with programme delivery for both direct learning and blended/distance learning. Further information regarding YMCA Awards resources can be found on the YMCA Awards website.

Where available, the Centre Contact should arrange for YMCA Awards to provide the centre with:

- A syllabus for the specific unit/qualification (these include aims and learning outcomes, and assessment specification)
- Assessment and internal quality assurance paperwork
- Learner assessment records
- Support manuals
- Blended/distance learning material (if relevant)
- eLearning resources (if relevant)

Centres wishing to use their own resources must disclose this upon application for approval and complete a Statement of Authenticity form. Centres that provide poor quality materials will be required to use YMCA Awards learning materials

## **Timetabled hours**

The number of guided learning hours for all units and qualifications is provided on the YMCA Awards website and is available in the unit/qualification syllabus.

The unit/qualification syllabus provides recommendations regarding the distribution of teaching hours and contact. However, it is the Tutor's responsibility to adapt these guidelines to meet the centre and learner requirements.

## **Teaching methods and approaches to learning**

Centres delivering programmes are free to select a range of appropriate teaching/learning strategies for the programme. Learners will bring to the course a variety of skills, knowledge and experience. Programme planning should reflect the particular needs of the learners as a group and as individuals.

Centre Sanction - Centres must not commence delivery of a unit or qualification until written confirmation of approval has been received from the YMCA Awards Approvals team. Failure to adhere to this requirement will result in a centre sanction being implemented; and as a result, additional fees may be incurred by the centre.

## **Assessment and Internal Quality Assurance**

Each centre will be expected to internally quality assure standards of assessment across the range of units and qualifications offered. Centres should provide arrangements for carrying out internal quality assurance and assessment to ensure that national standards are maintained.

Centres must ensure:

- The availability of valid and reliable assessment opportunities and maintenance of appropriate records of information should include:
  - Assessment paperwork
  - Assessment methods
  - Assessment decisions
  - Feedback, guidance and action planning for learners
  - Internal quality assurance reports and feedback
  - Reasonable adjustment records
  - Appeals
  - Examples of learner evidence/portfolios
- Assessment internal quality assurance that accurately represents and maintains the national standards:
  - Qualified and competent assessors and IQAs
  - Appropriate assessment documentation
  - Appropriate systems for monitoring and improving assessment and internal quality assurance
  - Appropriate records detailing training and standardisation activities
  - Appropriate records detailing Assessor and Internal Quality Assurance training

## Assessment Methods and Sources of Evidence

Evidence for assessment should be generated where appropriate, from the following sources:

- Theory test or e-assessment (to assess underpinning knowledge)
- Written planning (to assess application of underpinning knowledge)
- Direct observation of teaching and evaluation (to assess practical application and demonstration of specific skills and competence that reflect underpinning knowledge)
- Written work sheets (to assess underpinning knowledge)
- Case study (to assess theoretical application of underpinning knowledge)
- Witness testimonies (to validate and/or increase sufficiency of other evidence sources)
- Professional discussions/viva (to validate and/or increase sufficiency of other evidence sources)
- Accreditation of Prior Achievement (APA)/Exemption, (to validate prior learning and assessment)

Assessment guidelines and checklists for all units and qualifications are provided within the syllabus. Assessor and internal quality assurance packs are also available for an additional fee.

## Centre Approval Status

The outcome of the centre approval review will be identified as follows:

- **Approved**  
Centre meets all YMCA Awards criteria
- **Action required prior to approval**  
Centre will need to provide additional evidence to meet all YMCA Awards criteria
- **Approval denied**  
Centre does not meet YMCA Awards criteria

Upon confirmation of approval, centres will be issued with the following:

- A confirmation letter of approval
- An approved centre certificate
- A password for the approved centre area of the YMCA Awards website
- A dedicated Customer Support Advisor

In addition to this, your centre's details will be added to the YMCA Awards website and you will be allocated an External Quality Assurer.

## **Approvals Support**

Day to day approvals support is offered by the YMCA Awards Approvals team. Once approved, centres will receive External Quality Assurer (EQA) support visits as per the agreed allocation and additional visits may be arranged by the centre or EQA as appropriate. Additional visits may incur a fee as indicated on the YMCA Awards website.