



# Annual registration policy

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## Annual registration

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To retain approved centre status, we require organisations to complete our annual registration process between 1 August and 30 September each year, using the Annual Registration Form (ARF), within Y-Connect. This helps to underpin key aspects of our Centre Assessment Standards Scrutiny (CASS) and External Quality Assurance (EQA) strategies by:

- ensuring centre's continued commitment to maintaining an appropriate workforce
- enabling YMCA Awards to plan centre monitoring activity
- to gain a picture of likely volumes of registrations against each qualification to determine standardisation activity.

The ARF assists YMCA Awards in planning external quality assurance activity by confirming which centres are active and which qualifications they expect to deliver over the course of the academic year.

The ARF is also used to confirm:

- The accuracy of information we hold regarding staffing involved in the delivery of YMCA Awards qualifications.
- The accuracy of delivery and assessment locations.
- Agreement from the main centre contact that they continue to abide by the Centre Agreement/Terms and Conditions and any new policies or updates to policies issued by YMCA Awards, since the previous year's Annual Registration Form or the centre's initial approval (whichever is most recent).

A centre is determined as inactive if all the following criteria apply throughout the period 1 August to 31 July:

- The centre indicates through their Annual Registration Form – or failure to submit an annual registration form – that they do not intend to deliver teaching or assessment within the academic year.
- The centre makes no new registrations.
- The centre makes no claims for learner achievement.

Whilst inactive, centres retain their approval status but are unable to register new learners or claim achievements until the ARF has been submitted. We attempt to make contact with all inactive centres to establish the nature of the inactivity and assess what level of support may be required as well as take any appropriate actions.

If the centre intends to withdraw from provision of YMCA Awards qualifications it will be directed to the policy on Withdrawal of YMCA Awards approval.

Where a centre is inactive for two consecutive academic years, we will seek to remove centre approval using the termination clauses within our Centre Agreement.