

# COLLABORATIVE ARRANGEMENTS FOR VOCATIONAL QUALIFICATIONS

## Centre guidance

Guidance for centres 2007 - 2010



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# 1 Introduction

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This guidance for centres outlines Edexcel's policy on collaborative agreements and is effective from June 2007. The document provides a definition of a collaborative agreement and sets out the framework for how such arrangements should be managed within approved centres.

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## 2 Definition of a collaborative agreement

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Collaborative agreement is defined as 'a situation whereby two centres can work together to deliver one or more BTEC programmes. The centre initiating the collaborative agreement assigns responsibility to another centre for the assessment and/or teaching of an Edexcel approved BTEC qualification'. The initiating centre will have a proven track record of running the qualification(s) proposed to be delivered in the collaborative agreement; it will communicate with Edexcel and take responsibility at all times for the quality assurance of the qualification.

This type of agreement enables centres to work together to ensure the effective delivery, assessment and quality assurance of the qualification(s) in question.

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## 3 Key issues for centres

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The fundamental principle underpinning an collaborative agreement is that the initiating centre is responsible for the quality of the delivery, assessment and quality assurance of the qualification(s) operating in the collaboration and for the learners registered on the qualification(s).

All learners following qualifications operating in a collaborative agreement will be registered by the initiating centre only and NOT by the centre working in the collaboration. If any quality problems arise or if the collaborative agreement is terminated, the total responsibility for these learners remains with the initiating centre which registered them.

The actual operational arrangements for qualification delivery, assessment and quality assurance will vary from one collaborative agreement to another. However, it is essential that the agreement clearly defines the areas of responsibility of all parties.

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## 4 General rules regarding collaborative agreements

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Centres can apply to operate a collaborative agreement for BTEC and NVQ qualifications. These arrangements **do not** apply to general qualifications i.e. GCE's (including Applied GCE's), GCSE's, Key Skills and Adult Literacy and Numeracy.

Collaborative agreements can operate in further education colleges, schools, employers and training provider centres but **do not** apply to institutes of higher education.

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## 5 Overseas operations

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Centres cannot use collaborative agreements to extend their boundaries overseas for qualifications that are part of the National Qualifications Framework. This includes Scotland, Republic of Ireland, Isle of Man and The Channel Islands.

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## 6 Approval and set up of collaborative agreements

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There are two aspects to the approval process for collaborative agreements:

Approval of the centre which initiates the collaborative agreement to run individual qualification(s) (Form COLLAB1).

Submission of audit report for the centre that is to work with the initiating centre in the collaboration (Form COLLAB2).

Both should be completed at the same time. Copies of both forms can be found as Annexes 1 and 2 of this guidance document.

As stated, approval must be sought for each collaborative agreement the lead centre initiates and it is the responsibility of the centre to ensure that formal approval from Edexcel is in place prior to any collaborative activity. All documentation relating to the approval process should be sent to: Approvals Team, Edexcel, 190 High Holborn, London WC1V 7BH or electronically: [approvals@edexcel.com](mailto:approvals@edexcel.com). Centres should also contact the Approvals Team for any approval information or advice.

### 6.1 Process and timescale

Acknowledge receipt of application(s)	2 working days
Pass to collaborative agreement reviewer	3 working days
Application(s) reviewed and reported to Approvals team	10 working days
Initial response to centre - approval decision or request for further information	5 working days

#### Guidance for the Completion of COLLAB1

Before a centre can start collaborative activity for a given qualification they must complete Form COLLAB1.

#### Section 1 - Centre Details

Centres should provide details of both centres involved in the collaborative agreement. The programme leader at the initiating centre should be identified as the key point of contact if there is a need to discuss any aspect of the application.

#### Section 2 - Qualifications

##### Qualification sector

In the first part of this section, centres are asked to provide details of the sector the qualification(s) being applied for come under e.g. Art and Design or Engineering. Centres must use a separate form for each new sector being applied for.

##### Qualifications to be offered

The second part of the section asks centres to provide the following details in relation to the proposed qualification:

- Qualification type - i.e. BTEC First Diploma, BTEC National Certificate.

- Qualification title - this is given in the relevant specifications or can be found on the Edexcel website. It is important that the correct title is use.
- Qualification code - this is given in the relevant specification or can be found on the Edexcel website.
- Whether the qualification is currently running at the centre initiating the collaborative agreement.
- Proposed start date for the collaborative agreement.

### Section 3 - Quality Processes

In order that we can be sure that there are robust quality systems in place to support the collaborative agreement, centres are asked to provide the following:

3a A satisfactory and current quality profile for the qualification. For NVQs and customised qualifications this can be evidenced by ratings of A-C on the last two external verification reports; for NQF BTEC programmes levels 1-3 by satisfactory National Standards Sampling (NSS) and satisfactory Centre Risk Assessment report; for BTEC Higher Nationals by satisfactory external examination reports. Centres should attach copies of the evidence to Form COLLAB1.

3b Whilst ultimate responsibility for the quality of the collaboration lies with the initiating centre, we do ask the centres to provide details of who will be responsible for the various components of the quality assurance process. Centres are asked to clearly set out where operational responsibilities lie for:

- Delivery.
- Assessment.
- Verification.

As part of this, centres should indicate where these activities will take place and the key staff involved.

3c As there will usually be a geographical distance between the centres it is important that there are procedures in place to ensure effective communication between the two organisations. Centres are asked to provide details of their communication channels to include:

- Procedures for ensuring regular and effective communication.
- Key staff involved.
- Details of meetings.
- How outcomes of any external verification activities will be disseminated.

3d In order that we can be sure of the ongoing quality of delivery and assessment in centres working in collaborative agreements, centres are asked to provide details of how the initiating centre will monitor this provision. This evidence should include:

- An outline of the monitoring processes that will be in place.
- Details of the audits/reviews which will be carried out.
- Details of any monitoring meetings and who attends.
- How any issues will be reported.
- Mechanisms for ensuring any identified issues are resolved.
- Details of how the progress of any action points, agreed as part of COLLAB3, are monitored.

### Section 4 - Contractual Documentation

Centres must attach to Form COLLAB1:

- A completed Form COLLAB2 for each centre working in collaboration with the initiating centre.
- A copy of the contractual agreement between the two centres.

Centres can design their own contracts but must ensure that the following areas are covered:

- The division of accountability, to include the statement 'that ultimate accountability for learner registration, training and/or assessment, verification and certification rests with the initiating centre'.
- Nature of the collaboration.
- Key responsibilities of the two centres.
- A clear definition of which services will be undertaken by each of the centres.
- A clear definition of the division of resources.
- Agreement about access to the centre working with the initiating centre in the collaboration - its premises, staff, learners and records by identified initiating centre personnel, external verifiers or other Edexcel staff.
- Description of the communication process between the two centres.
- Statement of obligation by the initiating centre to support learners following the dissolution of the collaborative agreement (and if any quality issues/problems arise). Centres must be clear that in these circumstances responsibility for learners remains with the initiating centre which registered the learners and not with Edexcel.
- Signatures of agreement to the contract signed by the heads of both organisations involved.

#### **Section 5 - Personnel**

Within this section centres are asked to provide, where applicable, the names of the following personnel:

- Current external verifier for the qualification.
- Current risk assessor.
- Current quality nominee.

#### **Section 6 - Declaration**

The head of the initiating centre must sign the declaration contained within this section. This signature is seen as a confirmation that the collaborative agreement will be adequately resourced and will operate within the requirements of this document.

Form COLLAB1 must be sent to the central Approvals Team.

## **6.2 Guidance for the Completion of COLLAB2**

As stated in section 3, the initiating centre has overall responsibility for the quality of delivery, assessment and verification of all qualifications operating within a collaborative agreement.

The second part of the approval process focuses on the need to ensure the suitability of the centre working in collaboration with the initiating centre. As part of the process, the initiating centre must undertake an audit of the centre it proposes to work with, using Form COLLAB2 and this, together with Form COLLAB1, should be sent to the central Approvals Team.

#### **Section 1 - Centre Details**

Centres should provide details of both centres. The programme leader for the initiating centre will be the key point of contact if there is a need to discuss any aspect of the application.

#### **Section 2 - Nature of the centre**

Nature of the centre working in collaboration with the initiating centre - e.g. employer, school, FE college etc.

#### **Section 3 - Quality Processes**

We need to ensure that there are rigorous quality processes in place within the centre working with the initiating centre, to maintain the integrity of any qualifications in a collaborative agreement. Centres are asked to confirm that all the necessary systems are in

place and that they will be implemented effectively. The initiating centre must be clear that in ticking 'yes' to the criteria in section 3, the implications are that they are fully satisfied with all aspects of the associated systems and are clear about how they can access these systems.

For the individual criterion this will mean that the initiating centre is satisfied of the following:

- 3a Registration of learners - that there are clear arrangements in place and that learners are registered correctly and within the appropriate timescales. Also, that staff within the initiating centre know who within the other centre to contact regarding any registration or certification issues.
- 3b Learners have fair access to assessment - that as part of the induction process learners are informed about how the assessment process works; that there are adequate assessors in place to support learners; that learners have adequate access to assessors; that learners with special assessment needs are supported appropriately.
- 3c Selection of learners onto the programme - that there are procedures in place which relate to the selection and recruitment of learners and these procedures are clearly defined; these procedures ensure that recruitment is conducted with integrity and learners are selected for suitable qualifications.
- 3d Support and advice available to learners and prospective learners - that learners, or prospective learners, are given clear information about the requirements of the qualification they wish to follow; staff at the centre working with the initiating centre fully explore with prospective learners any issues which might affect their successful completion of the full qualification they wish to follow; there is a structured induction programme in place for learners.
- 3e Programme of learning - that the programme of learning has been planned and will be effective; it will ensure appropriate coverage of all the qualification requirements; it will support learners in achieving the qualification; it is appropriately structured and does not present barriers to learner achievement.
- 3f Requirements for valid and reliable assessment - that all the assessment requirements of the qualification are addressed and processes are in place to address them; the proposed assessment instruments will ensure that learners can meet all the necessary criteria; internal standardisation of assessors takes place to ensure that assessment decisions are consistent and to national standards; there are effective systems for recording the assessment process.
- 3g Sufficient staff to deliver and assess the qualification - the number of staff allocated will be able to support the number of learners expected to register on the programme; the number of staff will be sufficient to ensure that learners have fair access to development and assessment.
- 3h Assessors and verifiers are prepared for their role - all assessors and verifiers are clear about the scope of their respective roles and also the processes they are responsible for.
- 3i Internal verification system - there is an effective system in place; there are sufficient internal verifiers in place to support the assessment teams; internal verification takes place at appropriate stages of the programme; internal verifiers undertake adequate and representative sampling; internal verifiers provide feedback to assessors.
- 3j Assessors' and internal verifiers' qualifications and experience - all assessors and internal verifiers have the appropriate and required qualifications and experience.
- 3k Professional development for assessment staff - there is a review process in place which identifies the development needs of the delivery and assessment staff; there is a structured programme of continuous professional development in place which seeks to address these identified needs.
- 3l Appeals procedure for learners - there is an effective and robust appeals procedure in place; learners are aware of this and are clear about how they can access the procedure.

3m Malpractice procedures are in place for both learners and staff and are communicated effectively.

3n Assessment opportunities for learners - learners will have access to sufficient opportunities to support their development and progression through the qualification; the assessment needs of learners with special requirements are supported; learners receive feedback on their performance and progression.

3o Physical resources - there are adequate physical resources in place to support the qualification; learners have adequate access to these resources.

3p Dissemination of materials and information - it has been clearly identified who has responsibility for ensuring that material and information are sent out to the appropriate members of staff; staff from the initiating centre should be clear as to who to contact for this purpose at the centre it is working with.

#### **Section 4 - Declaration**

The person actually undertaking the audit must sign the audit report. This signature is seen as a confirmation that the centre working with the initiating centre has the necessary systems in place to adequately support and maintain the quality of any qualifications operating within the collaborative agreement.

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## 7 The monitoring and ongoing audit of centres working in collaborative agreements

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It is the initiating centre's responsibility to ensure the ongoing quality and effectiveness of the training, assessment and verification taking place within the other centre, including any external assessment requirements.

Following approval, the initiating centre will be expected to undertake an annual audit of the centre with which it is working collaboratively and to keep detailed records of this process. Centres should use Form COLLAB3 for this purpose and ensure that they cover all the listed audit criteria.

Edexcel may not monitor the other centre directly but will sample the initiating centre's monitoring process. The audit report must be made available to an Edexcel representative to enable them to undertake this sample and follow up any issues. S/he will look at any areas for improvement agreed between the centres, how they are to be actioned and the proposed timescales.

The completed Form COLLAB3 should be retained by the initiating centre and must be made available to Edexcel representatives.

### 7.1 Guidance for the Completion of COLLAB3

#### Section 1 - Centre Details

Centres should provide details of both centres working in the collaborative agreement. The programme leader for the initiating centre will be the key point of contact if there is a need to discuss any aspect of the application.

#### Section 2 - Quality Processes

We need to ensure that the centre delivering and assessing the qualification continues to meet the requirements of the initiating centre and the necessary approval criteria. This section reflects section 3 of Form COLLAB2 and the initiating centre is asked to confirm whether or not the other centre in the collaborative agreement is continuing to meet the original approval criteria. The initiating centre must be clear that in ticking 'yes' to the criteria in section 2 the implication is that they are fully satisfied with the continued quality of all aspects of the associated systems. For the individual criterion this will mean that the initiating centre is satisfied of the following:

- 2a Learner satisfaction with training/teaching and support - that learners feel that the level of teaching and support they are receiving is adequate; learners feel positive about their learning experience. Initiating centres will need to confirm through direct contact with learners or through indirect written feedback from learners, provided by the other centre working in the collaborative agreement.
- 2b Learner access to development and assessment opportunities - all learners have equal, and adequate access to development and assessment opportunities; learners have equal, and adequate access to their assessors.
- 2c Dissemination of appropriate information to assessors and verifiers - the proposed mechanisms to ensure that information and materials are sent out to the appropriate assessment and verification staff are being implemented effectively.

- 2d Changes to the programme team since Edexcel last reviewed arrangements - if there have been changes, the initiating centre is satisfied that these changes do not affect the quality of the arrangements and that the related approval criteria continue to be met.
- 2e Development of the programme team - the planned programme of professional development has been responded to appropriately.
- 2f Resources are still adequate to support the qualifications - physical resources originally allocated to the programme are still sufficient and learners continue to have access to them.
- 2g Appeals - there is an appeals policy in place in the centre which is fit for purpose and is easily accessible by the learners. Its effectiveness can be monitored, for example, by evidence of any learner appeals since the last review and if so, what were the grounds and the outcome of the appeal?
- 2h Malpractice - there is a malpractice policy in place, which covers both learners and staff. Its effectiveness can be monitored, for example, by evidence of any incidents of malpractice since the last review and if so, what was the outcome.
- 2i Assessment requirements remain valid and reliable - the systems and process put in place at the beginning of the programme have been implemented appropriately and any amendments/reviews have taken place as necessary.
- 2j Sampling of assessment decisions - a sufficient sampling of assessor decisions has been carried out to confirm that all the centre's assessment decisions are sound, consistent and based upon national standards.

### **Section 3 - Comments from the centre working with the initiating centre**

The main focus of COLLAB3 is the confirmation, by the initiating centre, of the ongoing quality of the other centre working in the collaborative agreement. It is, however, important that staff from the centre have the opportunity to comment on the support they are receiving from the initiating centre.

- 3a The centre working with the initiating centre should ensure that the name and designation of the person completing this section is stated.
- 3b The centre is asked to comment on whether or not they feel they have received an appropriate level of support from the initiating centre. The comments can relate to any aspects of the collaborative agreement but the centre should provide examples to amplify their response.
- 3c For this part, the centre is asked to provide comment on whether they are receiving up to date information from the initiating centre. This can relate to any aspects of the collaborative agreement and the centre should provide details of their last update in terms of both content and date received.

### **Section 4 - Sample of Learner Achievement**

In order to ensure that the assessment decisions being made by the centre's programme team are sound, and to national standards, the initiating centre should undertake a sample of learner achievement for each qualification being delivered collaboratively. In determining the sample the following need to be taken into account:

- Number of learners on the programme.
- Number of assessors.
- Experience of the assessors.
- Representative spread of units.

In completing the form centres should clearly indicate:

- Learner names.
- Qualification title and level.
- Whether the learner was seen.
- If the units had been internally verified.
- If the assessment decision was confirmed.

### **Section 5 - Development Plan**

As part of the monitoring process, areas may have been identified where the criteria in section 2 are not being met. Where this arises the centres need to agree a plan of action to resolve the issues, which includes a date by when this is to be achieved. The:

- First column should be used to insert a reference number or code for the action point.
- Second column should be used to clearly specify the action that needs to be undertaken.
- Third column should indicate who is responsible for seeing the action is completed.
- Fourth column should be used to indicate the target date by which the action should be achieved.

Representatives from both centres must agree and sign this section of the form to denote their agreement.

### **Section 6 - Declaration**

The member of staff from the initiating centre actually undertaking the audit must sign the audit report. This signature is seen as a confirmation that the collaborative agreement should continue and that the centres continue to work within the requirements of the collaborative agreement.

# Annexe 1: Form COLLAB1 - Approval for a collaborative agreement

FORM COLLAB1



## APPROVAL FOR A COLLABORATIVE AGREEMENT

Centres wishing to initiate a collaborative agreement with another centre should use this form. It is essential to note that approval can only be considered in situations where the centre initiating the collaboration can demonstrate that it is actively running the programme in question and has a satisfactory quality profile for the said programme.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

### SECTION 1

CENTRE DETAILS (INITIATING CENTRE)	
Centre Number: .....	Centre Name: .....
Programme Leader: .....	Tel No: .....
Email: .....	

CENTRE DETAILS (CENTRE WORKING WITH THE ABOVE )	
Centre Number: .....	Centre Name: .....
Programme Leader: .....	Tel No: .....
Email: .....	

PLEASE USE A SEPARATE FORM FOR EACH NEW SECTOR YOU WISH TO BE IN THE COLLABORATION (e.g. Engineering, Art & Design etc.)

### SECTION 2

QUALIFICATION SECTOR:

Please list the qualifications you wish to use in the collaboration within this sector

Qualification type	Qualification Title	Qualification Code	Qualification Currently Running in the initiating centre YES/NO	Proposed Start Date for Collaboration


**SECTION 3**

3a Please explain how the initiating centre can currently demonstrate that it has a satisfactory quality profile for the qualification(s) identified above to be used in the collaborative agreement

3b Please explain what responsibility in terms of delivery, assessment and verification is devolved to the centre working with the initiating centre and what is retained by the initiating centre

3c Please outline procedures in place for communication between the two centres in the collaborative agreement

3d Please outline the quality assurance processes for the ongoing monitoring of the quality of provision for the delivery and assessment of the programme by the initiating centre

## SECTION 4

CRITERIA	YES	NO
4a A copy of the completed pro forma COLLAB2 'Audit Report for initiating a Collaborative Agreement' is attached to this application for each centre the initiating centre is applying to work with		
4b A copy of the contractual collaborative agreement is attached to this application		

## SECTION 5

Where any of the personnel identified below are not applicable to your centre for the qualification in questions please inset 'N/A'

5a Name of external verifier or external examiner currently covering the programme	
5b Name of current Risk Assessor	
5c Name of current Quality Nominee	

## SECTION 6

### DECLARATION

I, the undersigned, agree that all collaborative agreement approval criteria are adhered to for the qualification(s) required. I understand that this collaborative agreement approval is subject to review and if quality is not maintained, or resources cannot be identified subsequently, certificates may not be issued and/or BTEC approval may be withdrawn.

Additionally for the purpose of this collaborative agreement:

- a) My organisation will co-operate fully with Edexcel.
- b) To the best of my knowledge, the details given on these forms are correct and meet Edexcel's Quality Criteria.
- c) I have authorised the persons named above to act as contacts for this application (Programme Leaders).
- d) 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.
- e) My centre will ensure the operation of any required external assessment in full accordance with Edexcel and QCA/ACCAC/CCEA procedures.
- f) I understand that this collaborative agreement approval is subject to review, and if quality is not maintained approval may be withdrawn.
- g) I confirm that we will regularly monitor, review and evaluate our collaborative agreement operations.
- h) I confirm that we will make available to Edexcel; any materials or documents associated with this collaborative agreement and allow Edexcel officials access to such materials, premises and learners.
- i) The Centre will not use the collaborative agreement to extend its boundaries overseas for qualification on the National Qualifications Framework (NQF).

Signature of Head of Organisation

Print name

Date

Please return the form to the Central Approvals Team, Edexcel, 190 High Holborn, London WC1V 7BH

# Annexe 2: Form COLLAB2 - Audit report for initiating a collaborative agreement

FORM COLLAB2



## AUDIT REPORT FOR INITIATING A COLLABORATIVE AGREEMENT

This form should be used to report the audit of a potential centre to work with the initiating centre in a collaborative agreement. The form once completed should be submitted to Edexcel along with COLLAB1 'Approval for a Collaborative Agreement'.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

### SECTION 1

CENTRE DETAILS (INITIATING CENTRE)	
Centre Number: .....	Centre Name: .....
Programme Leader: .....	Tel No: .....
Email: .....	

CENTRE DETAILS (CENTRE WORKING WITH THE ABOVE)	
Centre Number: .....	Centre Name: .....
Programme Leader: .....	Tel No: .....
Email: .....	

### SECTION 2

Please state the nature of the organisation with which the initiating centre intends to establish the collaborative agreement
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### SECTION 3

The criteria below apply to the organisation working with the initiating centre

CRITERIA	YES	NO
3a <b>There are clear arrangements in place for the registration of learners</b>		

3b All learners within the centre will have fair access to assessment		
3c There is a clearly defined procedure for the selection of learners onto the programme		
3d Appropriate support and advice will be available to all learners and prospective learners		
3e An effective programme of learning is planned		
3f All the requirements for valid and reliable assessment are in place		
3g There are sufficient centre staff to handle delivery and assessment for the projected numbers of learners		
3h Assessors and Verifiers have been prepared for their role		
3i An effective system of internal verification is in place		
3j All Assessors and Internal Verifiers have the appropriate and required qualifications and experience		
3k There is a programme for continual professional development for all delivery and assessment staff		
3l There is an effective and robust appeals procedure in place		
3m There are effective and robust malpractice procedures in place, covering learners and staff		
3n There will be sufficient assessment opportunities available for all learners		
3o There are adequate physical resources required for the qualifications in questions		
3p Responsibility for the dissemination of materials and information has been identified		

## SECTION 4

### DECLARATION

I certify that this centre meets all the criteria required to operate in a collaborative agreement for the programmes in questions.

I recommend that a collaborative agreement be established with this centre.

I confirm that all the information supplied in this document is an accurate representation of the current situation with the identified centre.

Signature of the auditor

Print name

Date

Please return the form to the Central Approvals Team, Edexcel, 190 High Holborn, London WC1V 7BH

# Annexe 3: Form COLLAB3 - Audit report for monitoring a centre working in a collaborative agreement

FORM COLLAB3



## AUDIT REPORT FOR MONITORING A CENTRE WORKING IN A COLLABORATIVE AGREEMENT

This form should be used to report the annual audit undertaken by the initiating centre monitoring a centre working in a collaborative agreement. The form once completed should be retained within the centre and must be made available to Edexcel representatives.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

### SECTION 1

CENTRE DETAILS (INITIATING CENTRE)	
Centre Number: .....	Centre Name: .....
Programme Leader: .....	Tel No: .....
Email: .....	

CENTRE DETAILS (CENTRE WORKING WITH THE ABOVE)	
Centre Number: .....	Centre Name: .....
Programme Leader: .....	Tel No: .....
Email: .....	

### SECTION 2

Use these criteria for the audit of the centre working with the initiating centre in the collaborative agreement

CRITERIA	YES	NO
2a Learners are satisfied with the level of training/teaching and support		
2b All learners have equal access to development and assessment opportunities		
2c Appropriate information is disseminated to assessors and verifiers		

2d Are there any changes to the programme team since the last audit? If yes, please confirm continued quality arrangements		
2e There is ongoing development for the programme team		
2f Resources remain adequate		
2g Have there been any appeals? If Yes, confirm the grounds/outcome on a separate sheet		
2h <b>Have there been any incidents of malpractice - learner or staff?</b>  <b>If yes, confirm outcome on a separate sheet</b>		
2i All the requirements for valid and reliable assessment remain in place		
2j All assessment decisions sampled are sound		

### SECTION 3

#### COMMENTS FROM THE CENTRE WORKING WITH THE INITIATING CENTRE

3a Name and designation of person making comments

3b Are you receiving an appropriate level of support from the centre initiating the collaborative agreement? Please give examples.

3c Are you receiving up to date information from the centre initiating the collaborative agreement? What did your last update consist of and when did it occur?



**SECTION 5**

**PLAN FOR DEVELOPMENT OF THE CENTRE WORKING WITH THE INITIATING CENTRE IN THE COLLABORATIVE AGREEMENT**

Where any of the criteria in section 2 have not been met, the action for centre development to meet each individual criterion must be logged here.

Action point	Action	Person responsible	Date to be achieved

Auditor signature (initiating centre)

Print name

Date

Signature (centre working in collaboration)

Print name

Date

**SECTION 6**

**DECLARATION**

I certify that this centre continues to meet all the criteria required to operate in the collaborative agreement for the programme(s) in question.

I recommend that the collaborative agreement be continued with this centre.

I confirm that all the information supplied in this document is an accurate representation of the current situation within the identified centre.

Auditor signature

Print name

Date

**This form should be retained by the initiating centre and made available to Edexcel representatives**

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