

Centre Recognition Application Form Guidance



The following guidance should be used to complete the Centre Recognition Application Form

1. Centre Details

Centre Name

This is the name of your organisation, as provided in your Centre Recognition Application.

UKPRN or NOCN Centre Number

The UKPRN is a unique identifier used to share information with the UKRLP partner agencies such as the LSC, HESA, UCAS etc. As a Centre you can register and apply for this number if you do not already have one. Further information on this number can be found at <http://www.ukrlp.co.uk/ukrlp/ukrlp.first>

Main Address

This is the main site address for your organisation.

Postcode

The postcode of the main site address for your organisation.

Main Tel

This is the telephone number of the main site for your organisation.

Main Fax

This is the fax number of the main site for your organisation.

Main Email

This is the email address of the main site for your organisation.

Website

This is the website address of your organisation.

Centre Type

Select the appropriate Centre Type for your organisation; please avoid the use of the Other option unless this is unavoidable, if the Other option is selected please ensure that further information is provided.

2. Key Contacts

Head of Organisation

This is the head of the organisation, e.g. Chief Executive.

Centre Contact

This person would be the key contact between the OCN and the Centre and this person:

- Can commit resources for your centre
- Signs the Centre Recognition application



Curriculum Development Contact

This is the person with overall responsibility for curriculum planning and development within your centre and this person:

- Ensures courses submitted to the OCN have been through internal course approval.

Quality Assurance Contact

Key responsibilities include:

- Internal quality systems including internal verification, standardisation, response to quality assurance reports and annual reviews
- Ensuring the initial training and updating of staff involved with internal Quality systems, including AIVS
- Ensuring the regulations for qualifications are met e.g. security of external/internal assessments
- Liaising with OCN Quality Review staff
- Ensuring the Centre is represented at Standardisation events and that samples of learners' work is made available.

Administration Contact

Key responsibilities include:

- Ensuring accurate and prompt completion of administrative forms/processes
- Submitting Learner registration forms within specified time frames
- Liaising with OCN staff and forwarding necessary documents to tutors and other staff
- Maintaining accurate records of all course and learner registrations
- Ensuring the prompt distribution of certificates to learners

Finance Contact

Key responsibilities include:

- Ensuring timely payment of invoices
- Liaising with OCN finance staff

3. Additional Information

Policy Statements

Please refer to section 2.1 of the NOCN Centre Handbook for guidance on developing policies.

4. Centre Recognition Terms and Conditions

Terms and Conditions

Please refer to section 2.2 of the NOCN Centre Handbook for guidance on terms and conditions.