

CITY & GUILDS

CROSS-BORDER

APPROVAL POLICY

Version 1.0
June 2015
For internal and
external use

This is Version 1.0 of the City & Guilds *Cross-border Approval Policy*.

It is the centre's responsibility to ensure that all staff involved in the provision of City & Guilds qualifications and/or assessments comply with the requirements set out in this version of the policy.

This policy is subject to regular revision, and maintained electronically. Electronic copies are version controlled.

1 Introduction

This is a shared policy between The City and Guilds of London Institute and City and Guilds International Limited. For the purposes of this document 'City & Guilds' means the City and Guilds of London Institute and City and Guilds International Limited (as the case may be).

In all circumstances where a centre seeks to operate across national borders*, in order to deliver any aspect of a City & Guilds qualification, it must seek prior approval from City & Guilds.

The purpose of this policy is to outline the quality assurance requirements for any approved City & Guilds centre wishing to operate in countries other than that where it is located. It clarifies the mechanism for cross-border centre approval that is permitted and confirms where responsibility for learners rests.

*Centres seeking to operate another centre within their Country of Origin, must adhere to the City & Guilds *Alternative Location and Subcontractors Policy*¹. This applies to the United Kingdom e.g. if a centre in England intends to operate a centre in Scotland.

1.1 Definitions

For the purposes of this policy the following terms apply:

- **Country of Origin** – the country where the Main Centre is located.
- **Country of Delivery** – a country, other than the Country of Origin, where qualification delivery and assessment will be undertaken.
- **Main Centre** – the approved centre that wishes to operate across borders, in order to deliver any aspect of a City & Guilds qualification.
- **Alternative Location** – the centre in the Country of Delivery (that is not the Main Centre) which works with the Main Centre to delivery any aspect of a City & Guilds qualification.

2 Approval

If a Main Centre wishes to deliver City & Guilds qualifications at an Alternative Location, the Alternative Location must go through the relevant centre and qualification approval process.

2.1 Approval Process

The centre approval criteria will depend on the relevant City & Guilds quality assurance requirements for the Country of Delivery. All Alternative Locations must be able to show how they meet the relevant criteria in order for approval to be granted.

City & Guilds reserves the right to reject an approval application for an Alternative Location.

The approval process and any additional quality support and monitoring will be managed by the local City & Guilds team in the Country of Delivery.

The Main Centre and Alternative Location may have shared policies, processes, staff and resources. This information must be included as part of the approval application for the Alternative Location.

¹ Available from the *Quality Assurance documents* section of the *Centre Document library* on the City & Guilds website at www.cityandguilds.com

2.1.1 Approval process for new centres

If an organisation applying for centre and qualification approval also intends to operate an Alternative Location, it must inform City & Guilds at the application stage. In these instances the Main Centre must be approved before the Alternative Location can be granted approval.

2.1.2 Approval process for existing centres

If a Main Centre wishes to operate an Alternative Location outside the Country of Origin, it must contact City & Guilds via **crossbordercentres@cityandguilds.com**. The local City & Guilds team in the Country of Delivery will then further support the Alternative Location in the approval process.

2.2 Fees

Main Centres will be subject to the relevant City & Guilds fees in the Country of Origin, whereas Alternative locations will be subject to the relevant City & Guilds fees in the Country of Delivery.

Example of cross-border approval process

An approved centre in England wishes to set up a new centre in Malaysia to deliver City & Guilds qualifications. The centre in England is the Main Centre, while the proposed centre in Malaysia will be an Alternative Location. The centre in England will be required to contact **crossbordercentres@cityandguilds.com**. From there the City & Guilds Quality team responsible for Malaysia would support the Alternative Location in the approval process.

3 Compliance

Main Centres and Alternative locations must each comply with the relevant City & Guilds quality assurance requirements.

For UK Centres this means

- *City & Guilds Centre Manual*
- *Our Quality Assurance Requirements*

For International Centres this means

- *International Centre Guide*

Centres must also adhere to the requirements detailed in the relevant qualification and/or assessment documentation.

Additionally, it is the responsibility of the Main Centre in the Country of Origin to ensure that each Alternative Location meets all regulatory requirements that apply to operating a centre and delivering a City & Guilds qualification in the Country of Delivery.

4 Internal quality Assurance

Main Centres operating Alternative Locations must have a consistent, standardised approach to quality assurance across all sites. The Main Centre is responsible for internal quality assurance across all Alternative Locations.

All staff at the Main Centre and the Alternative Location must be familiar with the relevant regulatory and quality assurance requirements, along with the requirements detailed in the relevant qualification and/or assessment documentation.

Learners must be registered at the centre where they will be assessed.

5 External quality assurance

City & Guilds reserve the right to undertake quality assurance monitoring activities at the Main Centre and Alternative Location(s) as required. Where there are issues of non-compliance and/or malpractice, City & Guilds will take the appropriate action in accordance with the published procedures. In some instances any sanctions applied to an Alternative Location as a result of non-compliance and/or malpractice may also affect the Main Centre and vice versa.

If City & Guilds removes centre or qualification approval from the Alternative Location due to quality issues, the Main Centre may still retain its approval status. However, if the Main Centre has its centre or qualification approval removed then the Alternative Location will also have its approval status automatically removed.

6 Further information

For any queries regarding the cross-border approval process, centres should contact **crossbordercentres@cityandguilds.com**.