

ALTERNATIVE

LOCATIONS AND

SUBCONTRACTORS

POLICY

Version 1.0

July 2015

This is Version 1.0 of the City & Guilds *Alternative Locations and Subcontractors 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 this version of the document.

This document is subject to regular revision, and maintained electronically. Electronic copies are version controlled. Printed copies are not subject to this control.

In case of any inconsistency between this policy and the City & Guilds Centre Manual (v7.0) published in February 2015, the terms in this policy shall take precedence.

1 Introduction

1.1 Purpose

In accordance with the City & Guilds Centre Manual Centres may use Alternative Locations and/or Subcontractors for the delivery and assessment of City & Guilds' qualifications. This may be due to a number of factors, depending on the type of centre and qualification(s) being offered. In all instances where Alternative Locations and/or Subcontractors are used Centres must comply with City & Guilds quality assurance requirements.

This policy defines the Centre's responsibilities in the use of Alternative Locations and/or Subcontractors and details the quality assurance requirements in relation to them.

This policy should be used along with the following City & Guilds quality assurance documents:

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

Centres should also refer to any relevant Qualification/and or assessment documentation.

Where a UK centre seeks to operate in a country outside the UK, it must follow the City & Guilds *Cross-Border Approval Policy*¹. The Alternative Locations & Subcontractors policy does not apply to Cross-Border approvals.

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

1.2 Definitions

For the purposes of this policy, the following definitions apply.

- **City & Guilds** is The City and Guilds of London Institute
- **Centres** are organisations (such as schools, colleges, training providers or employers) approved by City & Guilds for the delivery of City & Guilds training programmes and qualifications.
- **Main Site** is the main operational address of the Centre as set in the Centre Approval (CAP) form and in subsequent amendments or notices to City & Guilds.
- **Alternative Locations** are site(s) that are part of the Centre, but in a different geographical location, where some or all aspects of delivery and assessment take place. The following are Alternative Locations:
 - **Alternative Assessment Sites** are sites where learners are assessed in order to gain City & Guilds qualifications, which are in different geographical locations from the Main Site. This includes remote sites (e.g. a learner's workplace) and temporary sites (e.g. those being used due to building works taking place at the Main Site).
 - **Satellite Centres** are sub-centres of a Centre that are involved in the delivery and assessment of City & Guilds training programmes or qualifications. Satellite Centres operate under the same centre number as the Centre. In some instances Satellite Centres may operate under a suffix affixed to a Centre's centre number (e.g. 123456a where the centre number is 123456).

Examples of Alternative Locations

- A Centre operating in London also undertakes delivery and assessment of a City & Guilds qualification in Manchester. This would be a Satellite Centre.
- A Centre assesses learners in their workplace for a practical assessment as part of the overall provision of a City & Guilds training programme or qualification. This would be an Alternative Assessment Site.

- **Subcontractors** are organisations contracted by a Centre for the delivery and assessment of a City & Guilds training programme or qualification on their behalf. Please note that this definition of Subcontractors does not include Internal Quality Assurers (IQAs) or Peripatetic Assessors.

Examples of Subcontractors

- A Centre has contracted an organisation to administer a practical assessment as part of the overall provision of a City & Guilds training programme or qualification.
- A Centre has contracted an organisation to deliver the training and administer the assessment for a City & Guilds qualification. The learners are registered and certificated at the Centre.

2 Approval and Registration

2.1 Centre and qualification approval

Centres must obtain approval from City & Guilds for the use of any Alternative Locations and/or Subcontractors.

2.1.1 New centres

New Centres intending to use any Alternative Locations and/or Subcontractors must inform City & Guilds at the centre approval application stage. If an approval visit is required, this will include visiting any Alternative Locations and/or Subcontractors.

City & Guilds will require the full address of any Alternative Location and/or Subcontractor, along with the contact details for all staff involved in delivery, assessment and quality assurance.

If approval is granted, it will cover the Centre and all Alternative Locations and/or Subcontractors included in the application. However, this does not mean that the Alternative Locations and/or Subcontractors are approved centres in their own right.

2.1.2 Approved centres

Centres intending to use any Alternative Locations and/or Subcontractors must inform City & Guilds using the *Centre Update form*, available on the City & Guilds website.

City & Guilds will require the full address of any Alternative Location and/or Subcontractor, along with the contact details for all staff involved in delivery, assessment and quality assurance.

In some instances an additional approval visit may be required for the Alternative Location and/or Subcontractor.

2.1.3 Staff compliance

Appropriately trained and qualified staff must be in place at Alternative Locations and/or Subcontractors to deliver training and/or administer assessments. It is the Centre's responsibility to ensure that all staff at Alternative Locations and Subcontractors understand and comply with the relevant City & Guilds quality assurance documents, as detailed in *section 1.1*.

2.1.4 Communications

All communications from City & Guilds will be sent to the contact details for the Main Site unless a Centre is operating a Satellite Centre with a suffix number (see *Section 1.2*).

2.2 Registering learners and centre responsibilities

The site that registers and certifies learners is responsible for them. This includes the management of all quality assurance, compliance and potential malpractice issues associated with these learners.

Where a Centre operates Satellite Centres using a suffix number that register and certify learners, the Satellite Centre would have responsibility for any quality assurance, compliance and malpractice issues affecting these learners in the first instance. However the Centre remains primarily liable to City & Guilds for these learners.

Examples of centre responsibilities

- A Centre uses a Satellite Centre in another town for the delivery and assessment of a City & Guilds qualification, but the learners are registered and certificated at the Centre. Responsibility for these learners lies with the Centre.
- A Centre uses a Satellite Centre in another town for the delivery and assessment of a City & Guilds qualification. Learners are registered and certificated at the Satellite Centre. Responsibility for these learners therefore lies with the Satellite Centre.
- A Centre subcontracts another organisation for the assessment of a City & Guilds qualification, but the learners are registered and certificated at the Centre. Responsibility for these learners lies with the Centre.

2.3 Centre partnerships

Sometimes different Centres may work in partnership but will continue to operate independently with regards to delivery, assessment and internal quality assurance. In these instances the Centre that registers and certifies learners is responsible for them.

3 Quality Assurance

3.1 Internal quality assurance

Responsibility for internal quality assurance (IQA) at any Alternative Locations and/or Subcontractors rests with the Centre. As such the Centre must ensure that its IQA strategy accurately reflects the complexity of its set-up regarding the use of Alternative Locations and/or Subcontractors and meets the requirements of City & Guilds' quality assurance documents, detailed in *section 1.1*.

3.2 External quality assurance

Alternative Locations and/or Subcontractors will be subject to the external quality assurance monitoring requirements in the relevant City & Guilds quality assurance documents, detailed in *section 1.1*.

City & Guilds reserves the right to visit all Alternative Locations and/or Subcontractors and meet with staff involved in the delivery and assessment of City & Guilds' qualifications. Centres are responsible for ensuring that any Alternative Locations and/or Subcontractor staff are available on the agreed date for the planned activity and are aware of what is required of them.

3.3 Assessment sites

All Alternative Locations and/or Subcontractors that administer assessments must comply with the relevant qualification requirements².

3.4 Non-compliance and malpractice

Where there are issues of non-compliance and/or malpractice at Alternative Locations or by Subcontractors, City & Guilds will take the appropriate action in accordance with the published procedures. Where City & Guilds apply sanctions due to non-compliance and/or malpractice, these sanctions may apply to the Centre and any Satellite centres that register learners.

If City & Guilds removes centre approval from a Satellite Centre due to non-compliance and/or malpractice, the Centre may still retain its approval status. However if the Centre has its centre approval removed then the Satellite Centre will also have its approval removed.

² For most regulated qualifications this is detailed in the Joint Council for Qualifications (JCQ) *Instructions for Conducting Exams* document. For Functional Skills, Centres should refer to the *Functional Skills Qualifications handbook*. In addition there may be specific guidance in the relevant Qualification handbook.