



Unit Award Scheme

Centre Registration Form

*This form must be completed by any centre wishing to use the AQA Unit Award Scheme with the support of AQA and must be submitted **before** any training to join the Scheme is attended*

Name of Centre.....

National Centre Number

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(If your centre does not have a National Centre Number, AQA will arrange for one to be issued to you if the criteria for registration are met)

Section 1: Centre Details

(a) Name of Centre

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(b) Address of Centre

(NB The address must be the official address as shown in the Post Office Directory and must include the post code)

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Tel No:

Fax No:

E-mail:

(c) Name of Head/Person in charge of Centre

(d) Name and position of the Centre Co-ordinator for the Scheme

(NB It is a requirement that the Co-ordinator receives relevant AQA training or has significant previous experience as a UAS Co-ordinator)

Title: **Name:**

Position:

E-mail (if different from above):

(e) Type of Centre

Secondary Comprehensive or Middle 1

Further Education Establishment 5

Secondary Selective 2

Sixth Form College 6

Secondary Modern 3

Tertiary College 7

Independent including CTC 4

City Academy 8

Other 9 (Please specify)

e.g. Special School, Tutorial College, Training Centre, PRU, YOI, Prison, Youth Service

(f) External Recognition

- **Does your centre have a National Centre Number?** YES/NO

If YES, please ensure you have given this on the front cover of this form.

- **Does your centre have a Department for Children, Schools and Families (DCSF) Number?** YES/NO

If YES, please state the LEA/DCSF No. here

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- **If you are UNABLE to answer YES to at least ONE of the above questions you must supply the following:**

1. Details of any external recognition given to your centre, e.g. Home Office, DHSS, CSC, Investors In People, including reference number(s) where appropriate.

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2. Details of two professionals, not employed by the centre but in a position to give a reference about the educational provision at the centre. Normally, referees will be employed in a senior position by an organisation which either uses the services of the centre seeking registration or which has some other professional link with it. Examples of appropriate organisations would be a local authority or Connexions. ***NB Delays in AQA receiving references will hold up the registration process, therefore please check beforehand that each is willing and able to act.***

Title & Name:

Position:

Address:

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Post Code:

Tel No.:

3. A copy of a centre prospectus and/or other published information about the centre.
4. A copy of your Child Protection Policy (if your centre is working with young people under the age of 16.)

Alternatively, give details of a website address where 3. and 4. above can be found.

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Section 1 is continued overleaf

(g) Age Range of Students

Age (minimum) to Age (maximum) (if over 18 enter 'Adult')

(h) Funding

Tick the box or authority which will be funding the payment of your fees.

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|-------------------------|--------------------------|----|-----------------------|--------------------------|---|------------------|--------------------------|---|
| Maintained | <input type="checkbox"/> | 1 | Controlled | <input type="checkbox"/> | 4 | Foundation State | <input type="checkbox"/> | 7 |
| Independent | <input type="checkbox"/> | 2 | H M Government | <input type="checkbox"/> | 5 | Higher Education | <input type="checkbox"/> | 8 |
| Aided/Special Agreement | <input type="checkbox"/> | 3 | CTC Trust | <input type="checkbox"/> | 6 | LSC | <input type="checkbox"/> | 9 |
| Other | <input type="checkbox"/> | 10 | (Please specify)..... | | | | | |

Section 2: Centre's Intended Use of the Unit Award Scheme

Initially, how will the AQA Unit Award Scheme be used in your centre?

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Section 3: INSET to join the Unit Award Scheme

It is a requirement of registration that the person who will be Co-ordinator of the Scheme in your centre attends an INSET day on the operation of the Scheme, unless he/she has previous recent experience of working as a Co-ordinator for the Scheme in another centre.

The initial INSET day will be followed up by a visit to the new centre by its AQA Assessor at the point when the centre is ready to make its first formal recommendations for the award of units. This will enable the Centre Co-ordinator to ask for advice from its Assessor on any operational issues that may have arisen as well as to discuss the recommendations made and related issues such as presentation of evidence.

Please answer the following as appropriate.

- (a) If you are claiming exemption from training on the grounds of previous significant experience as a Co-ordinator using the Unit Award Scheme in a centre, please give details below.**

Centre name and/or number:

Dates of involvement:

- (b) If you have already attended an AQA INSET day on the operation of the Scheme, please give details below.**

Date of training:

Venue:

- (c) If you have made arrangements for AQA INSET on a future date and these arrangements have been confirmed by AQA, please give details below.**

Date of training:

Venue:

Section 3 is continued overleaf

(d) If no arrangements for training have yet been made, please complete the following.

(i) Centralised INSET day arranged by AQA

If you would like to send one or more representatives to a centrally organised AQA INSET day, please

either

- enclose a completed booking form with cheque (made payable to AQA) and state the date and venue here

Date: **Venue:**

or

- request details of the meetings and booking form by ticking the box.

(ii) AQA training at your centre

If you would like an AQA trainer to provide an INSET day at your centre please try to give a choice of at least three dates, in order of preference, when you would like the training.

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How many people (*maximum of 20*) from your centre will attend this INSET day?

If you intend sharing the training, please list the other centre(s) below.

Centre No	Centre Name
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Section 4: Dissemination of information

Dissemination of information

Please outline below the proposed arrangements for dissemination of information about the operation of the Scheme by those attending the INSET meeting to any others intending to use the Scheme in the centre.

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Section 5: Details of Centre Pre-Validating Committee

The pre-validation of units

All units written, and all units which are amended, by a centre must be pre-validated in the centre before submission to AQA. Pre-validation involves checking each unit against the current Unit Award Scheme criteria for validation and the centre's curriculum policies.

There should normally be at least three core members. Unit writers should normally attend any meeting of the committee at which their units are being considered.

All centres are required to complete the section below to show details of their Pre-Validating Committee.

Core Membership of Centre Pre-Validating Committee

Name	Position in Centre

I confirm that

- the above information is correct and that the centre will comply with AQA's requirements for the operation of the Scheme;
- the way in which a unit is used will provide, for each individual student, a course which will facilitate both coherence and progression;
- all those delivering units are or will be appropriately qualified and/or trained to do so;
- any unit submitted for validation will represent a valid and worthwhile educational experience and will have been pre-validated by the centre's Pre-Validating Committee.

I agree that AQA may, at its discretion, make this centre's units available, in paper form or electronically, for the purpose of sharing best practice with other interested parties in the educational sector.

The centre agrees to pay the published AQA charges for initial INSET and the follow-up visit from an AQA Assessor, as well as all relevant operational fees.

The centre also agrees to inform AQA as soon as possible of any change in its circumstances which would affect its ability to operate the Scheme in accordance with AQA's requirements or to meet its financial obligations to AQA.

Signature of Head/Person in charge of Centre

Signature of Centre Co-ordinator

Date

Please return the completed form to

**The AQA Unit Award Scheme Department
31-33 Springfield Avenue
Harrogate
North Yorkshire
HG1 2HW**

**Telephone: 01423 840015
Direct line: 01423 534 235
Fax: 01423 564 875
E-mail: unitawardscheme@aqa.org.uk**

Please retain a copy of this form for reference

September 2008