

# Approved Training Centre (ATC) Agreement



Safety Training Awards (STA) are required to ensure that its Approved Training Centres (ATC) formally agree to our approval criteria. We are governed by the following regulatory authorities:

- Ofqual (Office of Qualifications and Examination Regulations)
- QW (Qualifications Wales)
- SQA Accreditation (Scottish Qualifications Authority)

By signing this document you agree, as an Approved Training Centre (ATC), to adhere to Safety Training Awards policies, procedures and the approval criteria detailed below. Failure to do so may result in sanctions being applied in line with our sanctions policy.

## 1. Centre Management, Policies, Procedures and Legislation

Approval Criteria		Tick to agree
1.1	Adhere to and be responsible for ensuring that all centre staff and personnel working within the centre adhere to Safety Training Awards policies, procedures, and the Approved Training Centre (ATC) criteria at all times.	
1.2	Ensure all approved qualifications being delivered by the Approved Training Centre (ATC) follow the requirements set out in the Safety Training Awards qualification specifications and assessment strategies.  All internal quality assurance activities must be carried out in line with the Safety Training Awards Internal Quality Assurance requirements.	
1.3	Ensure that all assessments are carried out and marked by the approved centre staff in line with Safety Training Awards assessment criteria and Centre Assessment Standards Scrutiny (CASS) Strategy.	
1.4	Develop and operate effective complaints and appeals procedures for the benefit of learners which meet the requirements of Safety Training Awards.  Ensure learners are fully aware they must follow and exhaust the Approved Training Centre (ATC) policies before escalating any matters to Safety Training Awards.	
1.5	Make all learners aware of the Approved Training Centre (ATC) policies and procedures, requirements, and information applicable to them for the qualification they are undertaking with the Approved Training Centre (ATC).  Ensure they are aware of all applicable Safety Training Awards policies, which are downloadable from the website.	

1.6	Deliver Safety Training Awards qualifications in accordance with current legislation, including those relating to Health and Safety, and Equalities Law.	
1.7	Ensure that all sites comply with relevant Health and Safety legislation and risk assessments are completed for all training and assessment activities.	
1.8	Comply with the GDPR and Data Protection 2018 and do nothing to compromise data security.	

## 2. Centre Resources and Staffing

2.1	<p>Appoint a member of centre staff to act as the ATCs Centre Co-ordinator. This person has full responsibility of the Approved Training Centre (ATC) operations and performance.</p> <p>They will also be the appointed contact between the ATC and Safety Training Awards.</p>	
2.2	Ensure all Tutors, Assessors, and Internal Quality Assurers (IQA) are qualified in line with Safety Training Awards requirements and have been approved to carry out any delivery, assessment, or internal quality assurance activities.	
2.3	Any concerns regarding Tutor, Assessor, or Internal Quality Assurer (IQA) performance must be reported to Safety Training Awards immediately.	
2.4	Maintain a workforce of appropriate size and competence to undertake the delivery, assessment, and internal quality assurance of the qualifications the ATC is approved to deliver as required by Safety Training Awards.	
2.5	Have available sufficient and suitable resources to enable the Approved Training Centre (ATC) to efficiently and effectively deliver and assess the qualifications in line with Safety Training Awards requirements.	
2.6	Maintain sufficient managerial and administrative resources to enable the effective and efficient delivery of Safety Training Awards qualifications. This includes maintaining current and accurate records within the IT system Synergy which is provided by Safety Training Awards upon approval.	
2.7	<p>Ensure Centre personnel involved with the delivery, assessment and quality assurance of Safety Training Awards qualifications are able to identify when any potential, perceived or actual conflicts of interest are in place, this includes Tutors, Assessors, IQAs, invigilators and markers.</p> <p>All conflicts of interest must be declared and managed in line with Safety Training Awards requirements.</p>	

### 3. Centre Records, Data and Access

3.1	Retain all historical data as required by Safety Training Awards Data Retention requirements and in line with the GDPR and Data Protection 2018.	
3.2	Comply with Safety Training Awards requests for data, information or any documents required by its regulators as soon as practicable or within the set deadline.	
3.3	Allow access to the Approved Training Centre (ATC) facility, staff, learners, and records within a reasonable notice period, usually 7 – 10 days.	
3.4	All data, information and documents submitted to Safety Training Awards must be current, accurate and complete.	
3.5	Will allow where required, Safety Training Awards and any EQA's appointed on their behalf access to training venues, rooms, including swimming pools.	
3.6	Safety Training Awards may request that the Approved Training Centre (ATC) provides information / data in order to help develop qualifications and for research purposes.	
3.7	Assist Safety Training Awards and regulatory authorities in carrying out any reasonable monitoring activities.	

### 4. Centre Learner Registration and Support

4.1	Register learners within 48 hours of the course commencing, using the STAOnline system.	
4.2	Submit learner results to STAOnline within 10 working days of the assessment date.	
4.3	Comply with Safety Training Awards requirements relating to the authentication of learners.	
4.4	Ensure, as far as reasonably practicable, that equal opportunities are offered to all learners, completing a qualification with the Approved Training Centre (ATC).	

### 5. Centre Quality Assurance

5.1	Carry out internal quality assurance activities and standardisation in accordance with Safety Training Awards requirements.	
5.2	Develop and implement an Internal Quality Assurance (IQA) Strategy and Internal Quality Assurance (IQA) Sample Plan for future STA courses, in line with Safety Training Awards requirements (please provide copies to support your application)	

5.3	When requested, course paperwork must be submitted to Safety Training Awards for moderation within 10 working days of the assessment date.	
5.4	All documents from internal quality assurance checks must be uploaded to Synergy within 10 working days of the IQA monitoring activity being completed.	
5.5	The ATC, upon request by the External Quality Assurer (EQA) (minimum 7 days), will prepare all the necessary paperwork and materials required by Safety Training Awards for an external quality assurance monitoring visit or activity.	
5.6	Following external quality assurance monitoring activities, all action points and recommendations set by the External Quality Assurer (EQA) must be addressed and completed within the given timeframe.  If an extension is required this must be discussed with the External Quality Assurer (EQA).	

## 6. Malpractice and Maladministration

6.1	Notify Safety Training Awards of any changes within the ATC which may impact on their ability to fulfil the requirements of this agreement.	
6.2	Investigate any form of malpractice or maladministration in line with Safety Training Awards requirements.	
6.3	Work with and support Safety Training Awards with any decision it takes in the event of malpractice or maladministration.	
6.4	Assist Safety Training Awards or any other regulatory body with investigations which are necessary for the performance of their duties.	
6.5	Report any findings of Tutor, Assessor, learner, or Internal Quality Assurer (IQA) malpractice or maladministration to Safety Training Awards immediately.	

## 7. Withdrawal of Qualifications and Approval Status

7.1	If, for any reason, a course cannot be completed by an Approved Training Centre (ATC) the ATC Centre Co-ordinator must make arrangements for learners to continue their learning at another site without extra cost or inconvenience.	
7.2	Report any instances where the Approved Training Centre (ATC) is unable to comply with this agreement to Safety Training Awards at the first available opportunity.	
7.3	Give a minimum of one month notice in order to terminate this agreement, this must be communicated to Safety Training Awards in writing.	

7.4	Safety Training Awards have the right to withdraw or suspend the status of any Approved Training Centre (ATC) who has not met the requirements of this agreement.	
7.5	The ATC Centre Co-ordinator must work with Safety Training Awards to protect the interests of current and potential learners throughout the withdrawal process.	
7.6	There's no official partnership arrangement or business venture of any kind. Approved Training Centre (ATC) status provides the centre with the opportunity to use Safety Training Awards as an Awarding Organisation (AO).	

## 8. Centre Promotion

8.1	All Approved Training Centres (ATC) must seek permission from STA to use the Safety Training Awards logo.	
8.2	Use any logos / marketing materials in line with the terms and conditions set out by Safety Training Awards.	
8.3	Ensure that information communicated to users of qualifications by anyone connected with the Approved Training Centre (ATC) in respect of Safety Training Awards qualifications is accurate and up to date and not misleading in any way.	

## Approved Training Centre (ATC) Application

Approved Training Centre Name	
Registered Company No. (if applicable)	
Registered Address	
Contact Number	
Email Address	
Website	

### Site Details

Site Name	
Registered Address, Telephone Number and Email Address	

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Site Name	
Registered Address, Telephone Number and Email Address	

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Site Name	
Registered Address, Telephone Number and Email Address	

## Centre Personnel

Please provide details of staff who will be the key contacts within your Approved Training Centre (ATC):

<b>Name</b>	
<b>Role</b>	<b>ATC Centre Co-ordinator</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>Main Site Contact</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>Accounts (Finance) Contact</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	



<b>Name</b>	
<b>Role</b>	<b>IQA</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>IQA</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>Tutor / Assessor</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>Tutor / Assessor</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>Tutor / Assessor</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<b>Name</b>	
<b>Role</b>	<b>Tutor / Assessor</b>
<b>Membership No. (if applicable)</b>	
<b>Full Address</b>	
<b>Contact No.</b>	
<b>Email Address</b>	

<p>Please confirm if you have provided a copy of your professional indemnity, public liability and (where applicable) employers liability insurance.</p> <p>If you hold current STA membership insurance this will be active on the Approved Training Centres online account so you do not need to provide copies of this.</p>	Yes		No	
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### Third Party and Sub-Contracting Arrangements

<p>Please confirm if there are any potential, perceived or actual conflicts of interest within the named centre.</p> <p>(Please refer to the conflict of interest policy on the Safety Training Awards website or the Approved Training Centre (ATC) Manual- pg21) for more information)</p>	Yes		No	
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Please note: If there is a potential, perceived or actual conflict of interest, please notify us and complete the Approved Training Centre (ATC) Application Conflict of Interest Disclosure Form which is available in the ATC and Synergy Resource area of the website and provide this with your completed application. <https://www.safetytrainingawards.co.uk/resources/atc-and-synergy-resources/>.

<p>Please give details of any third party or sub-contracting arrangements you have or intend to make: i.e. In the delivery, assessment and internal quality assurance of Safety Training Awards qualifications (for example recruiting additional Tutors, Assessors, IQA's, and Markers on a freelance basis) or concerning the marketing, advertising, recruitment or enrolment of learners to such qualifications. (Please refer to the additional guidance within the Approved Training Centre (ATC) Manual- pg23)</p>

### Awarding Organisation Approval

<p>Do you have centre approval with any other Awarding Organisations (AO)?</p>	Yes		No	
<p>Please state below the Awarding Organisation and the qualifications you have / had approved. (If you have approval with another Awarding Organisation please provide us with a copy of the latest External Quality Assurance (EQA) report).</p>				

Has your centre ever had Direct Claims Status (DCS) withdrawn, approval removed, or sanctions applied by another Awarding Organisation?	Yes		No	
<p>Please provide us with the details below of why the Awarding Organisation set the requirements.  <i>(If any of the above applies with another Awarding Organisation please provide us with a copy of the latest External Quality Assurance (EQA) report).</i></p>				

## Centre Policies and Requirements

The following documents must be provided to support the ATC application:

- Equality and Diversity Policy
- Complaints Policy
- Appeals Policy
- Malpractice and Maladministration Policy
- Safeguarding Policy (where applicable)
- Health and Safety Policy
- Internal Quality Assurance (IQA) Policy
- IQA Strategy and IQA Sampling Plan.

Safety Training Awards have sample policies available upon request.

**Please note: Approved Training Centres (ATC) will need to produce their own policies to ensure the procedures apply to the ATCs operations and are adhered to by the centre staff.**

As a best practice recommendation, we would encourage ATCs to include version control or add an annual review date to the required policies and procedures. More information can be found in the Approved Training Centre (ATC) Manual, Version labelling and control procedures section.

**ATCs based in Scotland:** in order to meet regulatory requirements, it is a mandatory requirement for all ATCs to introduce a 'Version Control Procedure' to all ATC policies, procedures and documentation that relates to Safety Training Awards:

- What is version labelling and control?

Version labelling and control is the process by which different drafts and versions of a document are managed. It involves the naming and distinguishing between a series of draft documents which lead to a final version. Please refer to the supporting guidance within the Approved Training Centre (ATC) Manual- pg12 for more information.

## Qualifications

Please state below which qualifications you are seeking approval for, and the centre staff allocated to fulfil the mandatory roles for the chosen qualifications. At this stage centres are required to select a minimum of one qualification they wish to offer, additional qualifications can be added to the centre approval at any time. It is a recommendation that if you are requesting approval for aquatic qualifications you may need to apply for more than one, this is due to a pre-requisite requirement for specific qualifications. Please refer to the qualification specifications on the Safety Training Awards website for more information.



Please include your estimated learner or course registration numbers for the first 2 years of approval.

Qualification Title	Proposed Tutor	Proposed Assessor	Proposed IQA	Registrations Year 1	Registrations Year 2

Please provide any supporting information for the qualifications you are seeking approval for i.e. a description of your centre activities, achievements, resources, facilities, and any other information you think may be useful to your application.

## Final Declaration

<p>I can confirm that the named ATC Centre Co-ordinator has appointed the appropriate workforce to deliver, assess, and quality assure Safety Training Awards qualifications.</p> <p>I can also confirm that the appropriate agreements are in place with the named centre staff included in this form.</p>	
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ATC Name	
ATC Reference Number (to be completed by STA)	
ATC Centre Co-ordinator Name	

By signing this application form, I confirm to the best of my knowledge that at the date of submission all information provided is true and accurate.

ATC Centre Co-ordinator Signature	
Date of Submission	
<p>I can confirm that I understand centre approval will not be granted until the appropriate evidence has been submitted to support the application and a pre-approval visit has been completed by Safety Training Awards. I am fully aware that this may take up to a maximum of 12 weeks.</p>	

Safety Training Awards will carefully consider all of the information and evidence provided by the ATC Centre Co-ordinator. If Safety Training Awards are satisfied that the centre has achieved the approval criteria, we may grant centre approval for a three-year period.

After the three-year period ends, we will carry out a full review of the ATCs performance and compliance towards the requirements set out by Safety Training Awards and decide if centre approval may be granted for an additional three years.

During the three-year approval period if evidence suggests there is or has been a case of non-compliance of any Safety Training Awards (STA) requirements we may withdraw approval status at any point. If this is the case, we will provide the ATC Centre Co-ordinator with a six month notice period to ensure all learners have been able to complete any outstanding qualifications. Safety Training Awards will work with the ATC to ensure the interests of the learners are protected at all times.

Please refer to the Approved Training Centre (ATC) Manual for further information in relation to the withdrawal process.