

# Signature

## Terms and Conditions of Centre Approval

The Terms and Conditions below outline your responsibilities as a centre. **They MUST be read in conjunction with the [Roles and Responsibilities of Centres](#) document, [qualification specifications](#) and [assessment regulations](#) for each qualification.**

- Have read the [Roles and Responsibilities of Centres](#) document and understand the role of each responsible contact.
- Have provided details of the following staff contacts during the on-line approval process:
  - Centre Administrator
  - Quality Assurance Manager
  - Accounts Contact
  - Curriculum Manager
  - Marketing Manager
  - Teachers
  - Assessors (of Internally Assessed Units).
- Agree to keep all of the above contacts up to date on IRIS.
- Have read the Qualification Specification and Regulations for each qualification you wish to deliver and understand how to operate assessments in accordance with these documents.
- Have access to the internet in order to use IRIS.
- Have an Equal Opportunities Policy\*
- Have a Reasonable Adjustment Process\*
- Have systems to ensure consistency of standards, and support equality of opportunity.
- Have an Appeals Policy.\*
- Have a Complaints Policy. \*
- Have a Malpractice Policy.\*
- Have a Health and Safety Policy\*

- Have a Safeguarding Policy\*
- Have a GDPR/Data Protection Policy \*
- Have a Withdrawal of Qualification Policy/Statement\*
- Have a procedure detailing How to Conduct Signature Assessments\* for each assessment you are approved to offer.
- Have staff with appropriate qualifications and experience to teach our qualifications
- Have staff with the competence in the subject matter of the qualifications, assessment procedures and language(s) used for assessment.
- Have qualification certificates of teachers and assessors\*.
- Ensure all learners are given the opportunity to complete the full qualification, enrolled for, in the event of the centre not being able to continue, or not wishing to renew their approval of a qualification.
- Agree to financial accounts being obtained or credit checks being carried out to ensure the financial health of the centre.
- Ensure a workforce of appropriate size and competence to undertake the delivery of the qualifications, ensuring the capability and capacity to deliver the qualification to the expected number of learners.
- Understand that Signature recommends a class size to be no more than 15 learners. Therefore, if you have more than 15, we recommend you have 2 teaches, or run 2 classes.
- Have appropriate equipment and resources, including recording equipment and training rooms, to support effective delivery of the assessments leading to the award of credits. The following are essential:
  - a) a training room with at least two walls in plain colour, no visual distractions and good lighting
  - b) video playback facilities
  - c) suitable recording equipment for practical assessments which must be recorded.
  - d) access to Signature material
  - e) the ability to upload assessment videos to IRIS
- Have systems and procedures to ensure that assessments reach us quickly and effectively, allowing the outcome of assessment to lead to the award of credits.
- Has systems in place to ensure consistency of:
  - a) the standards and security of assessments and assessment records
  - b) the tracking of learner progress and transmission of assessment outcomes
  - c) the recording of credit accumulation and transfer of credits and exemptions.
- Have the ability to obtain Unique Learner Numbers (ULN) on behalf of the learners.

- Will use existing learner ID numbers, when registering learners for assessments, to ensure that all achievement is recorded on their unique ID number, therefore allowing certification upon completion and take steps to confirm learners identity prior to the assessment taking place.
- Have arrangements in place to allow for recognition of prior learning (RPL) exemptions or credit transfers, or is aware of when to seek advice from Signature.
- Will not undertake any activity that could bring the name of Signature into disrepute. This includes but is not restricted to:
  - a) derogatory comments on social media referring to Signature, Signature centres or learners
- Will adhere to all Signature policies and procedures.
- Will operate any internal and external assessments in full accordance with Signature regulations and/or the Qualification Regulator. Centres must refer to Signature Assessment Regulations at all times.
- Will notify Signature immediately if there is a breach of the security of assessments.
- Accept that approval of a qualification by Signature does not guarantee that it will be funded by public funding bodies.
- Ensure that the assessment process will be fair, open and free from bias and all reasonable steps are taken to guard against fraudulent claims for certification.
- Agree to provide Signature and our regulatory authority with access to premises, people and records.
- Will comply with signature and RQF requirements for monitoring on a planned or unplanned basis.
- Will co-operate with Signatures monitoring activities.
- Will allow Signature to undertake the [required moderation processes](#) required of each assessment where appropriate.
- Will keep all assessment materials they are privy to during the assessment process private and confidential and not use them in any other capacity other than for assessment purposes.
- Will notify Signature of any changes, which put at risk the centres ability to meet centre approval or deliver the qualifications they are approved for.
- Will monitor the approval and accreditation period for all qualifications and seek re-newal of approval when required.

- Will retain evidence of learners work, records of assessment and Internal verification records for a minimum period of one year following learner certification and that these comply with GDPR legislation.
- Have safeguarding processes in place in relation to filmed material to protect young and vulnerable people.
- Will comply with Signature terms and conditions for payment of invoices.
- Understand that if quality is not maintained centre approval may be withdrawn.
- Accept that Signature has the right to refuse approval without giving reasons for their decision.
- Notify Signature of any previously rejected applications, withdrawal from centre recognition by any awarding organisation or any issues of non-compliance or confirmed malpractice.
- Understand that sanctions may be applied to centres who do not comply with Signatures regulations. Please refer to our [Malpractice Policy](#) and [Indicative Sanctions](#).
- Have read the guidance on the [Roles and Responsibilities of Centres](#) and will comply with Signature to meet the [Conditions of Recognition](#).
- Have read the Terms and Conditions and understand the responsibilities of becoming an approved centre.
- Accept that Signature reserve the right, at our sole discretion, to modify or replace these Terms and Conditions at any time. We will notify you to any new terms taking effect. What constitutes a change will be determined at our sole discretion.

**By clicking to accept these Terms & Conditions you agree to fully adhere to them**

RPL Recognition of Prior Learning

RQF Regulated Qualifications Framework

ULN Unique Learner Numbers

All of the information highlighted with \* must be uploaded to IRIS.