CENTRE APPROVAL PROCESS

- Go to www.signature.org.uk
- Go to Delivering a Signature Course.
- Read the **Terms & Conditions of Centre Approval** to make sure you know what is required of you as a Signature Centre.
- Read the **Roles & Responsibilities** document gives you details of the Policies and Procedures (Documents) you need to upload to IRIS. It will also gives you information of the roles we ask you to add to IRIS during the application process.
- Complete the application form to become a Signature centre
- Once Signature set you up as a centre you will receive an email that provides:
  - Username
  - Password
- Log into IRIS by clicking on the link in the email and using the username password contained in the email.
- You will be promoted to change your password to something more memorable when you first log in

1. ACCEPTING OUR TERMS & CONDITIONS OF CENTRE APPROVAL AND ROLES AND RESPONSIBILITIES.

- At right hand side of screen under Signature Documents requiring acceptance, please download:

  - Terms & Conditions
  - Roles and Responsibilities

  Once you have read these, tick the box to accept these documents

1. **MY CENTRE**

- Click My Centre at top left side of screen
- Check your centre information is correct and make any changes if needed.
- Click Save Changes
- IRIS will ask you to add a note to let us know why you have updated something. Type in a note and click ‘save this note’.

2. **DOCUMENTS**

- Click on Documents
- At the right hand side of the screen click Add a Document.

  You have an option of uploading each of the documents outlined in the Roles and Responsibilities as single documents or you can add multiple documents at this stage. Click select files and choose all of your policies and procedures to upload. Give each document a name and reference and choose policies and procedures as the type of document.

- Click Upload Selected files and wait for the message ‘Upload is Complete’.

3. **CONTACTS**

- Click Contacts (These are not your teachers)
- Click Add a Contact at the right hand side of the screen.
- Select User Level. You would usually choose super user.
- Enter Details that are asked for

- First Name
- Last Name
- Job title from the pull down list.
(Please refer to the Roles & Responsibilities document for details of contacts to be added to IRIS). **If one member of staff has all roles, then add all of the roles against that staff member**
- Email address
- Tick to confirm you have made the User aware that you are providing its details to our organisation and we will be using and processing its data in accordance with our published data use / privacy policy’

- Forms Permission – click Select All.

- Save changes

4. QUALIFICATIONS TEAM

- Click Qualifications Team – these are your teachers and teacher/assessors

- Click Add a Staff member

- Enter Details
  - First Name
  - Last Name
  - email address

- Tick 'Please tick to confirm you have made the User aware that you are providing its details to our organisation and we will be using and processing its data in accordance with our published data use / privacy policy'

- Click Relevant achievements tab

- Add the staff members qualifications from the pull down list provided

- Click Add Staff Member

- Click on Details of staff member you have just added.

- Click documents

- Upload the staff members relevant certificates by clicking upload one now.

- Click Save Changes

- Add a note and click save this note

- Add Staff Member to save

- Repeat this stage until all of your teaching staff are added

- Click back on Home

5. SITES

- Click on Sites
- Complete the information in this section
- Click Add Site

6. CENTRE APPROVAL APPLICATION

At right hand side of screen under Start a New:

- Click Centre Approval Application
- Click Please select under qualifications
- Select all qualifications wish to apply for by ticking the box next to the qualification
- Click Finished
- Create Form
- click on Qualification Team
- Click on Add/Remove links to products.
- For each staff member you need to link the role they will take in this qualification to the qualification. Eg if they are going to be a teacher and a teacher-assessor you need to click both of those roles.
- Click finished
- Click Home

7. CHECKLIST

- Click Checklist
- Tick to confirm that you have added all of the relevant information
- Click Save changes

8. RISK ASSESSMENT

- Click Risk Assessment

- Answer all of the risk questions that are in this section, providing any additional information if needed

- Click Save changes

9. FINANCIAL INFORMATION

- Click Financial information and complete the information in this section.
  - Insurance
  - Credit Check
  - Limited company
  - Sole Trader
  - Purchase Order

10. MARKETING AND ADVERTISING

- Click Marketing and Advertising and answers the questions in this section

- Click Save Changes

11. SUBMIT YOUR APPLICATION

- Submit Application

- Click Home

- Click Submit Application