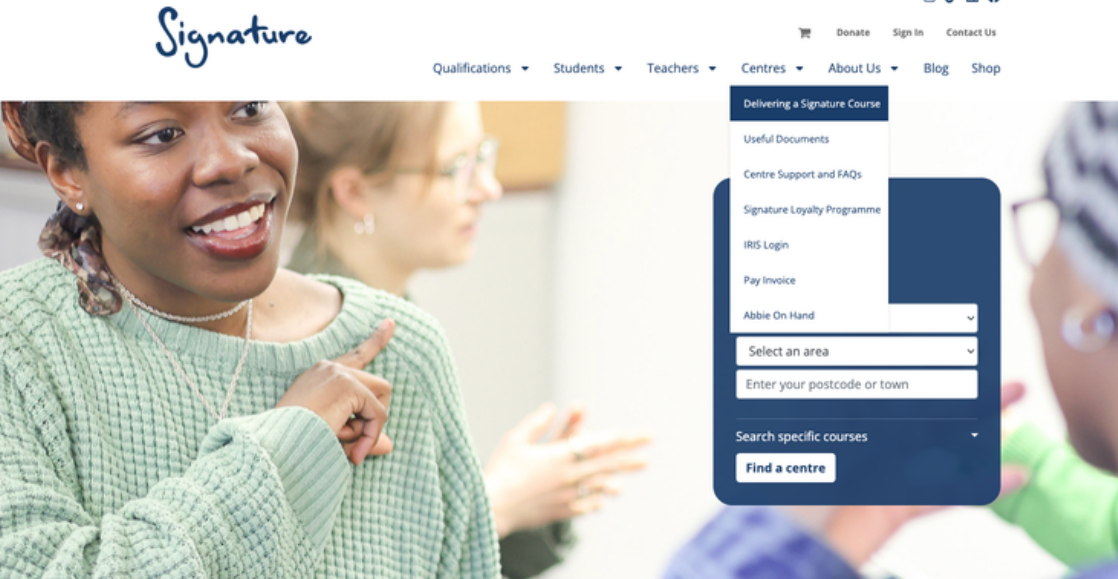


CENTRE APPROVAL PROCESS



Thank you for your interest in becoming a Signature approved centre! We are always after new organisations to deliver our courses!

This booklet provides you with the information you need to apply to become a Signature approved centre.

Want to schedule a TEAMS meeting to help with your application?

Contact our:

Centre Relationship Lead

abbie.leask@signature.org.uk
0191 383 7901



To start the process, read the following documents:

- Terms and Conditions.
- Roles and Responsibilities.
- Qualification Specification and Regulations.

These documents provide you with the information to begin your application.

DELIVERING A SIGNATURE COURSE

British Sign Language courses are in demand by learners of all ages.

Becoming a Signature approved centre enables you to make a difference through promoting and teaching deaf communication skills, while generating income.

As part of our ongoing commitment to our centres and learners, we continuously work with our regulator to ensure our centre approval process is the best it can be. We are proud of the challenges our qualifications provide, and we constantly exceed what is expected from us to always be fair and consistent.



Start your approval process

You must read and understand the [roles and responsibilities](#) document which gives details of the staff and resources you need to have to deliver our qualifications.

You must also read the [terms and conditions of centre approval](#) and [qualification specifications and regulations](#) for the qualifications you would like to offer. This is to ensure you are able to deliver the qualifications you are approved for.

To get started, complete the form below. Our Customer Support Team will register your organisation on our Customer Relationship Management System, IRIS.

You will receive:

- an email with a link.
- a username and a temporary password.

You will be prompted to change your password to something more memorable when you first log in.

Apply to become a centre

Centre Name *

Centre name

Organisation Type *

Choice 14

Main Address *

Main address

Address Line 2

Address line 2

Town *

Town

County *

County

Country *

Country

Postcode *

Postcode

Centre Email *

Centre email

Centre Telephone *

Centre telephone

Centre Textphone

Centre telephone

Your Name *

Your Name

Your Email *

Your Email

Send

To complete your login you will also receive an authorisation code from support@signature.org.uk

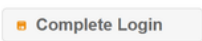


Complete login

 An email has been sent to your email address containing a one-use authentication code.

Please enter your email authentication code here:





ACCEPTING OUR DOCUMENTS

At the right-hand side, under Signature documents requiring acceptance, download and read:

- Terms and Conditions of Centre Approval.
- Roles and Responsibilities of Centres.
- CASS Strategy for Centres.

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

[illegible]

MY CENTRE

- Click 'My Centre.'
- Check your centre information is correct and make any necessary changes.
- Click 'save changes.'
- Add a note and click 'save this note.'

Home	My centre	Documents	Contacts	Sites	Qualifications team	Qualification	Assessments	Learners
----------------------	---------------------------	---------------------------	--------------------------	-----------------------	-------------------------------------	-------------------------------	-----------------------------	--------------------------

Centre details	Centre Name Abbie's BSL School
Qualifications	
Finance details	Centre ID C000802
Signature Contacts	

DOCUMENTS

- Click on 'Documents'
- At the right-hand side of the screen, click 'add a document.'
- Upload each policy outlined in the Roles and Responsibilities Document.
- You can add either a single document or multiple documents.
- Click upload this document/ upload selected document files when you have finished adding all your policies.

We can provide you with policy templates to help you create your policies. Contact Abbie for further information.

[Home](#) [My centre](#) [Documents](#) [Contacts](#) [Sites](#) [Qualifications team](#) [Qualification](#) [Assessments](#) [Learners](#)

Documents

File name or document reference or file storage location

Document status

☒ Current ☐ Deleted ☐ Both

Document types

Please select...

Document owner

Please select...

Search documents

Add a document

Sign in to IRIS

CONTACTS

- Click 'Contacts' (these are not your teachers.)
- Click 'add a contact' at the right-hand side of the screen.
- Select a type of user (this is usually a 'super user'.)
- Enter details that are asked for. Please refer to Roles and Responsibilities document for details of contacts to be added. If one member of staff has all roles, then add all the roles against that staff member.
- 'Tick to confirm you have made the user aware that you are providing their details to our organisation and we will be using and processing its data in accordance with our published data/privacy policy.'
- Forms and Notification Permissions, click 'select all.'
- Click 'save changes.'

The screenshot shows the 'Contacts' page in a web application. At the top, there is a navigation bar with links: Home, My centre, Documents, **Contacts**, Sites, Qualifications team, Qualification, Assessments, and Learners. The 'Contacts' link is highlighted. On the right side of the navigation bar, there is a logo for 'Surrey IRIS'. Below the navigation bar, the page title 'Contacts' is displayed. On the right side of the page, there is a blue button labeled 'Add a contact' and a link labeled 'download'. Below the 'Add a contact' button, there is a search bar with the text 'Search:' and a link labeled 'advanced search'. Below the search bar, there is a table with the following columns: Name, Job, User type, Status, Date created, and Last accessed. The table contains one entry: 'Abbie Leask', 'Training Provider Administrator', 'Super User', 'active', '31 January 2025', and '12 May 2025'. Below the table, there is a link labeled 'details'. At the bottom of the page, there is a pagination bar with the text 'Showing 1 to 1 of 1 entries' and a set of buttons: 'First', 'Previous', '1', 'Next', and 'Last'. On the right side of the pagination bar, there is a dropdown menu labeled 'Show 10 entries'.

Name	Job	User type	Status	Date created	Last accessed
Abbie Leask	Training Provider Administrator	Super User	active	31 January 2025	12 May 2025

QUALIFICATIONS TEAM

- Click 'Qualifications Team' (these are your teachers and teacher/assessor.)
- Click 'add a staff member' and enter details asked for.
- 'Tick to confirm you have made the user aware that you are providing their details to our organisation and we will be using and processing its data in accordance with our published data/privacy policy.'
- Click 'relevant achievements' tab.
- Add staff members qualification from the pull down list.
- Click 'add staff member.'
- Click on the details tab of each staff member you have added.
- Click 'documents' and upload certificates.
- Add a note under 'what is this document?' and click 'upload this document.'
- Click 'save changes.'
- Add a note and click 'save this note.'

Staff

Staff to products Products to staff

Audit

Your centre's staff (Add a staff member)

Title	Qualification type	Qualification level	Staff member name or ref	Role	Site types
	Please select... ▾	Please select... ▾		Please select... ▾	Please select... ▾

 Abbie Leask (details) (delete)

 Signature

This staff member isn't linked to any products at this awarding organisation. ([Add/remove links to products](#))



SITES

- Click on 'Sites.'
- Click 'add a site.'
- Add your site information and click 'add site.'

The screenshot shows a web interface with a top navigation bar containing links: Home, My centre, Documents, Contacts, Sites (highlighted in green), Qualifications team, Qualification, Assessments, and Learners. Below the navigation bar is a section titled 'Sites'. Inside this section, there are two tabs: 'Sites to products' (active) and 'Products to sites'. To the right of these tabs is an 'AUDIT' button. Below the tabs is a search bar with the placeholder text 'Filter based on product or site name:'. At the bottom of the section, a yellow message box states: 'No sites are listed for your organisation! ([Add a site](#))'.

Home My centre Documents Contacts **Sites** Qualifications team Qualification Assessments Learners

Sites

Sites to products Products to sites **AUDIT**

Filter based on product or site name:

No sites are listed for your organisation! ([Add a site](#))

CENTRE APPROVAL APPLICATION

- Click on 'Home.'
- On the right-hand side of the page, under 'start a new' click 'Centre Approval Application.'
- Click 'please select' under qualifications.
- Select all the qualifications you wish to apply for by ticking the box next to that qualification.
- Click 'finished.'

[Home](#) [My centre](#) [Documents](#) [Contacts](#) [Sites](#) [Qualifications team](#) [Qualification](#) [Assessments](#) [Learners](#)

Home

Inbox (1)

Actions (0)

Filter

[advanced search](#)

[download](#)

Date	Form ref.	Form title	Linked products	Latest stage	
16 April 2025	F/SIG/21736	Centre Approval Application for Marie Doc BSL	Signature Level 1 Award in British Sign Language (BSL1)	Under initial review	details

Showing 1 to 1 of 1 entries

Start a new...

[Action response form](#)

[Centre Approval Application](#)

[Centre Renewal Form](#)

[Complaint form v3](#)

[New Staff Member Application form](#)

[Staff Member update form](#)

[Booking form](#)

CENTRE APPROVAL APPLICATION

- Click 'Qualifications Team.'
- Click 'add/remove links to products.'
- For each staff member, tick the role you want them to have for each qualification.
- Click 'finished.'
- Click 'Home.'
- Click on the application form (F/SIG/number) you will find this application form in your inbox.

[Home](#) [My centre](#) [Documents](#) [Contacts](#) [Sites](#) **Qualifications team** [Qualification](#) [Assessments](#) [Learners](#)

Staff

[Staff to products](#) [Products to staff](#)

Your centre's staff ([Add a staff member](#))

Title	Qualification type	Qualification level	Staff member name or ref	Role	Site types
	Please select...	Please select...		Please select...	Please select...

Abbie Leask ([details](#)) ([delete](#))

Signature

This staff member isn't linked to any products at this awarding organisation. ([Add/remove links to products](#))

YOU ARE NOW AT THE FINAL STAGE!

CHECKLIST

- Click 'CHECKLIST'
- 'Please tick to confirm that you have added all the information required in this application.'
- Click 'save changes'

RISK ASSESSMENT

- Click 'RISK ASSESSMENT'
- Answer all the questions
- Click 'save changes'

FINANCIAL INFORMATION

- Click 'FINANCIAL INFORMATION'
- Answer all the questions
- Click 'save changes'

MARKETING AND ADVERTISING

- Click 'MARKETING AND ADVERTISING'
- Answer all the questions
- Click 'save changes'

Click 'submit application'

The screenshot shows a web application interface for a 'Centre Approval Application for Marie Doc BSL'. The top navigation bar includes links for Home, My centre, Documents, Contacts, Sites, Qualifications team, Qualification, Assessments, and Learners. The main header indicates the current stage is 'Forms » Signature » F/SIG/21736 - Centre Approval Application for Marie Doc BSL - Overview'. The interface is divided into three main sections: 'Summary', 'Form stages', and 'About this form'. The 'Summary' section on the left provides details about the form type, who has control, and the linked product. The 'Form stages' section shows the progress of the application, with 'Centre application in progress' and 'Under initial review' both marked as complete. The 'About this form' section on the right contains a checklist of four items: 'Checklist', 'Risk Assessment', 'Financial Information', and 'Marketing & Advertising', each with a 'CENTRE EDIT' link and a timestamp. A 'Submit Application' button is located at the bottom right of the form.

Home My centre Documents Contacts Sites Qualifications team Qualification Assessments Learners

Forms » Signature » F/SIG/21736 - Centre Approval Application for Marie Doc BSL - Overview

Summary

Form type
Centre Approval Application

Who has control?
Marie Doc BSL

Linked to product
Signature Level 1 Award in British Sign Language (BSL1)

Form stages

Centre application in progress
Signature sorts
Not updated

Under initial review
Signature sorts
Marie Docherty 16 April 2025 11:00:47

About this form

Checklist
CENTRE EDIT
Last edited by Marie Docherty, 16 April 2025 10:44:13

Risk Assessment
CENTRE EDIT
Last edited by Marie Docherty, 16 April 2025 10:45:09

Financial Information
CENTRE EDIT
Last edited by Marie Docherty, 16 April 2025 10:46:11

Marketing & Advertising
CENTRE EDIT
Last edited by Marie Docherty, 16 April 2025 10:50:57

Please follow all of the instructions that were included in your initial email to complete your centre approval.

Submit Application

Lisa Walton



lisa.walton@signature.org.uk



**Jamie
Rawsthorn**



jamie.rawsthorn@signature.org.uk



**Matthew
McGregor**



matthew.mcgregor@signature.org.uk



Or call here - 0191 383 1155