Annual Registration Form

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Please read before completing this form

To view and use this form correctly, you will need Adobe Reader 8 or above. Download the latest version from the Adobe website at http://www.adobe.com.

Please ensure that you save this document using the *Save as...* file option in Adobe Reader otherwise completed data may be lost.

Where changes and amendments are identified below, appropriate evidence of these changes must be kept for the External Quality Assurer to sample during a visit. If there have been no changes, please indicate this in the relevant box.

Please do not send any attachments with this report.

NB. This submission forms part of your External Quality Assurance process, therefore please complete and submit by 31st October .

Main centre contact

This will be the person to whom all key information relating to CYQ will be sent (eNews bulletins, EQA Reports etc)

Name:

Centre:

Phone:

Email:

Learner Registrations completed

◯ **Yes**

◯ **No**

If no, please register learners via Parnassus (CYQ's online registration and certification service). Parnassus is accessible via a secure login and password, so you should contact CYQ at **info@cyq.org.uk** if you do not yet have a login.

Centre Agreement

I confirm that the Centre Agreement has been signed and returned to CYQ, and that my centre continues to confirm compliance with the terms contained within the Centre Agreement.

◯ **Yes**

◯ **No**

If no, you must download a copy of the **Centre Agreement** and return it to CYQ with this document.

Approved CYQ unit(s)/qualification(s)

> Please list all units/qualifications you intend to deliver this academic year (September - August) from those your centre is *already approved to run*:

Do you have all of the resources required to support the delivery of these qualifications (e.g. syllabus, Learner Assessment Records etc)? **Download resources.**

Have you registered your learners with the Learning Records Service?
Click here to view the Learning Records Service website

Human resources

> Please provide details of any staff changes that have occurred since the last External Quality Assurer visit (this should include all staff involved in the delivery, assessment, and internal quality assurance of all CYQ units/qualifications):

Tutor(s):

Assessor(s):

Internal quality assurance staff:

> If you are using freelance assessors and/or internal quality assurers please ensure they are familiar with CYQ's requirements of these roles, and that they are directed to **Centre Guidance** on the CYQ website

☐ Please tick if the above section is not applicable

Quality assurance

Please confirm you have the following in place:

- ☐ Internal Quality Assurance (IQA) strategy
- ☐ IQA sampling plan
- ☐ Standardisation meeting schedule
- ☐ Tracking systems for learner achievement
- ☐ In-house assessors/internal quality assurers
- ☐ Freelance assessors/internal quality assurers (where required)

Policies and procedures

Please confirm you have the following up to date polices and procedures in place:

- ☐ Health and safety
- ☐ Equality and diversity
- ☐ Appeals
- ☐ Complaints
- ☐ Malpractice (to include Conflict of Interest information and declaration)
- ☐ External assessment security
- ☐ Learner induction
- ☐ Learner support

Practical and theory assessments

Please identify all projected summative assessment dates where known (approximate dates/months are acceptable, where specific dates are not yet confirmed). Include dates for both theory and practical assessments where applicable

Previous or outstanding actions

Please provide details of any outstanding actions from previous External Quality Assurer reports, and the measures taken, or being taken, to comply with these. If no actions are outstanding please identify this:

Action	By whom	Date required	Progress

Sign off details

Name:

Role:

Date:

Please email this completed report to info@cyq.org.uk

Please note:

The External Quality Assurer will sample any of the information you have indicated in this form during their visit.