

Centre Registration

It is the policy of IBSL that all centres wishing to offer IBSL qualifications must first register as an approved centre. All prospective centres may download the Centre Application form (CAF1) from the website. This application form should be returned to IBSL with any supporting documents requested.

Before registration as a centre, a member of IBSL's staff may be sent to conduct a pre-registration inspection visit. In other cases, the Centre Registration approval may be done through a desktop consultation.

Once the prospective centre's application has been considered by IBSL following a references check (which may include a finance check for private establishments) and/or a confidential report prepared by the IBSL staff member, a final decision on the centre's suitability to offer IBSL's qualifications will be made and the decision communicated to the centre. *IBSL reserves the right to refuse any application.*

A National Centre Number (NCN) will then be allocated, and all relevant documentation sent to the Centre, who shall be invoiced for the one-off fee.

It is essential to point out that once a centre commits itself to the centre approval process and formally signs all the required documentation, it also formally agrees to provide IBSL and also the regulating authority, i.e. Ofqual, with access to premises, people and records.

Once a centre has been registered, it may register to offer any of IBSL's qualifications by the payment of qualification registration fees. It is the duty of the centre to keep up annual qualification registration payments if they wish to continue to offer the qualifications.

Sample copies of the Centre Approval form CAP1 and the Qualification Registration form QAP1 may be found in the appendixes of the Centre Handbook, or on the website.