

RSL VQ Multi-Site Centre and Satellite Site Guidance

Introduction

This guidance is for VQ centres who intend to set up a Multi-Site Centre or Satellite Site.

Definition of Individual VQ Centre:

- An approval for a single centre such as a school, college or training provider, operating under its own management structure.
- May be part of a wider group but for the purposes of Quality Assurance and finance, is solely responsible for all assessment matters within that approved Centre.
- May not operate Satellite Sites without approval from RSL.

If you have any questions about becoming a Multi-Site Centre or adding a Satellite Site, please email vocational@rslawards.com

This document has been reviewed and updated in August 2021.

Section Title	Change
1.4f and 2.5 f External Quality Assurance	External Quality Assurance amended to Moderation
General	Added numbers against each point for clarity
1.3 and 2.3 External Quality Assurance	Amended to External Quality Assurers
1.2 Approval	Additional guidance and differentiation between existing multi sites adding an affiliated site and a new approval wishing to be a multi-site.

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Multi-Site Centres:

Terminology:

- **Multi-Site Centres:** The collective term.
- **Lead Site:** An Affiliated Site with overall responsibility for controlling quality assurance and financial operations.
- **Affiliated Site/s:** Sites within the Multi-Site Centre who are controlled by the Lead Site.

1.1 Definition:

- Multi-Site Centres are Centres wishing to offer VQ at multiple sites within an affiliated group. For example, one registered company.
- A Multi-Site Centre is defined as 2 or more Affiliated Sites.
- Quality assurance and financial operations are controlled by a nominated Lead Site, normally the Head Office of the affiliated group.
- The Lead Site may delegate aspects of the assessment process and quality assurance to the Affiliated Sites but remains accountable for quality across all of its Affiliated Sites.
- Affiliated Sites may offer different qualifications or units, provided that these qualifications have been approved at Centre Approval stage or subsequently via the Lead Site.
- Affiliated Sites may not work with Satellite Sites.
- Communication to be via a single Quality Representative.

1.2 Approval:

If already an Approved Multi-Site Centre (Lead Site), wishing to add an Affiliated Site:

- The Lead Site must make an application to add an Affiliated Site through RSL Head Office using the Centre Approval Application. While the Lead Site is responsible for the application, please ensure the application has the details of the Affiliated Site to be added.
- Policy documentation must be supplied with the application, as policy documentation should be reviewed annually and this may have changed since initial approval.
- Please indicate in Section 9 of the 'RSL Centre Approval Application Form' that this is an application to add an Affiliated Site to an existing Multi-Site.

If not an Approved Centre, and wishing to apply for Centre Approval as a Multi-Site:

- The Lead Site must make an application to operate as a Multi-Site Centre through RSL Head Office using the Centre Approval Application.
- **All Sites** (both Lead and Affiliated) must be approved as individual centres which requires an approval application for each site.

- Policy documents provided are the central policy documents and used by all Affiliated Sites. This therefore means policy documents only need to be uploaded against the Lead Site.
- Please indicate in Section 9 of the 'RSL Centre Approval Application Form' that this is an application to set up a Multi-Site and list the names of all sites (both Lead and Affiliated).
- If approval is successful, all Sites will receive formal confirmation.

1.3 External Quality Assurers:

- One External Quality Assurer allocation will cover 3 Affiliated Sites within a Multi-Site Centre.
- Multi-Site Centres with more than 3 Affiliated Sites will receive additional EQA allocations.

1.4 Accountability for Key Dates Processes:

1.4 a) Annual Self-Assessment Review:

- An Annual Self-Assessment Review for Multi-Site Centres will need to be completed by the Lead Site. This statement will cover all Affiliated Sites within the Multi-Site Centre.

1.4 b) Assessment and Internal Verification Plans:

- As assessment and internal verification staff across all Affiliated Sites will vary, each Affiliated Site will need to provide an assessment and internal verification plan, even if the rest of the plan is the same.

1.4 c) Assignment Briefs:

- If all assignment briefs are centralised, one assignment brief can be submitted per qualification to cover all Affiliated Sites within the Multi-Site Centre. This must be uploaded against the Lead Site's page on the cloud.rslawards.com site.
- If not centralised, there must be one brief submitted per qualification per Affiliated Site.

1.4 d) Standardisation:

- It is the responsibility of the Lead Site to standardise assessment marking across all Affiliated Sites.
- Evidence of standardisation must demonstrate that all Affiliated Sites within the Multi-Site Centre have participated in standardisation.

1.4 e) External Assessment (where applicable):

- Each Affiliated Site within the Multi-Site Centre will be expected to submit external assessment as per RSL requirements.
- It is the responsibility of the Lead Site to ensure work is conducted under the correct conditions and should be submitted by the deadline but may devolve the practical responsibilities to a responsible member of staff within each Affiliated Site.

1.4 f) Moderation

- Each Affiliated Site within the Multi-Site Centre will be required to provide a sample for Moderation as per the sampling methodology.
- It is the responsibility of the Lead Site to ensure the sample is submitted by the deadline but may devolve the practical responsibilities to a responsible member of staff within each Affiliated Site.

1.5 Centre Visits:

- A central Centre Visit will be conducted at the Lead Site.
- A representative from each of the Affiliated Sites must be present at the visit. If more practical, the presence could be remote e.g. via Skype.
- Where there are three or more Affiliated Sites within a Multi-Site Centre, at least one additional EQA visit will take place at one of the Affiliated Sites annually.
- Evidence of quality assurance processes at each Affiliated Site would be expected at the Centre Visit.

1.6 Point of Contact:

- One Quality Representative must be nominated to be the main point of contact across all Affiliated Sites within the Multi-Site Centre.
- They are responsible for managing communication between the Lead Site, all Affiliated Sites and RSL.

1.7 Certification:

- For the purpose of the Assessment Board, Affiliated Sites within a Multi-Site Centre will be considered individually.
- Treating each Affiliated Site separately in this way will allow for certification to still take place for other Affiliated Sites within the Multi-Site Centre if there is a delay to certification in one of the Affiliated Sites.

1.8 Registrations:

- Registrations will be made separately for each Affiliated Site within the Multi-Site Centre.
- It is the responsibility of the Lead Site to ensure the learner registrations are completed correctly and by the deadline but may devolve the practical responsibilities to a responsible member of staff within each Affiliated Site.

1.9 Site Withdrawal Process:

If the Multi-Site Centre wishes to withdraw an Affiliated Site:

- Complete the 'Centre Approval Withdrawal Form' and return to vocational@rslawards.com
The Affiliated Site will be withdrawn. This does not have an impact on the approval of the Lead Site or other Affiliated Sites.

If RSL withdraw approval for an Affiliated Site:

- Withdrawal would only apply for the Affiliated Site. This would not impact the approval of the Lead Site or other Affiliated Sites unless this was a systemic issue across the whole Multi-Site Centre.

Satellite Site:

Terminology:

- **Parent Centre:** A VQ Approved Centre which takes overall responsibility for assessment, quality assurance, registration and certification of learners.
- **Satellite Site:** The site which is managed by the Parent Centre

2.1 Definition:

- A Site which operates from a different geographical location and is controlled and managed from the Parent Centre (who is a VQ Approved Centre.)
- The Parent Centre manages the entire qualification provision of the Satellite Site.
- The Parent Centre remains responsible and accountable for the quality of delivery and assessment within the Satellite Site.

2.2 Conditions:

- The selection of qualifications and units and the entire quality assurance process rests with the Parent Centre. Parent Centre organises a series of sub delivery which is exactly the same across all Sites.
- Aspects of the assessment process may be delegated to staff within the Satellite Site but the Parent Centre remains responsible.
- The Satellite Site does not need to deliver the whole qualification, they may be delivering one or more units of the qualification.
- Where issues arise in a Satellite Site leading to suspension, the Parent Centre is also suspended.
- Under no circumstances can a Satellite Site operate another Satellite Site.
- A Satellite Site may not publicise that it is an RSL Approved Site. Any publicity must clearly indicate that the Satellite Site is operating as a Satellite Site of the RSL Approved Centre (Parent Centre.)
- A Satellite Site may have its own Assessors and/or Deliverers/Lecturers/Tutors but must use the Parent Centre for internal verification as well as learner registration and certification.

2.3 Approval

If already an Approved Centre (Parent Centre), wishing to add a Satellite Site:

- The Parent Centre must request approval from RSL to add a Satellite Site.
- The Parent Centre must have been successfully delivering (i.e. with a certificated cohort and no sanctions) for at least one academic year (or until first certification if longer) before they can add a Satellite Site.
- Please complete the '[RSL VQ Addition of a Satellite Site Application Form](#)' and other documents as below.

If not an Approved Centre, and wishing to apply for Centre Approval with the addition of a Satellite Site:

- Please complete the Centre Approval Process, ensuring section 9 of the [Centre Approval Application Form](#) is completed. Please include the below documentation with the approval application.

Prior to the request for approval to RSL the Parent Centre should:

- Where necessary, ensure a contractual Partnership Agreement (where applicable) between the Parent Centre and the Satellite Site.
- Outline procedures for communicating with the Satellite Site.
- Outline procedures for ensuring quality assurance of assessment decisions.

Centres wishing to operate a Satellite Site must complete and forward the following to vocational@rslawards.com:

- A completed '[RSL VQ Addition of a Satellite Site Application Form](#).'
- An organisational chart showing the staff in the Parent Centre, the staff in the Satellite Site and their relationship.
- Where applicable, a copy of the partnership agreement between the Parent Centre and the Satellite Site.

RSL will notify the Parent Centre, in writing, of the decision within 28 working days of receipt of the documentation. If the application is successful the Parent Centre will be issued with an approval letter from RSL detailing the qualification suites and location for which Satellite Site approval is granted. It will also contain any conditions that will apply.

Ongoing Satellite Site approval is dependent upon there being a current Centre Agreement between RSL and the Parent Centre AND between the Parent Centre and the Satellite Site, where applicable. Should either condition no longer apply then the approval as a Satellite Site will cease. It is the Parent Centre's responsibility to formally notify RSL if this happens.

2.4 External Quality Assurers

- One EQA will be allocated for the Parent Centre.

2.5 Accountability for Key Dates Processes:

2.5 a) Annual Self-Assessment Review:

- An Annual Self-Assessment Review will need to be completed by the Parent Centre. This statement will cover all Satellite Sites.

2.5 b) Assessment and Internal Verification Plans:

- The delivery of the qualifications in a Satellite Site should be the same as delivery in the Parent Centre so only one Assessment and Internal Verification plan per qualification is needed.

2.5 c) Assignment Briefs:

- The assignments should be the same across the Satellite Site and Parent Centre so only one Assignment Brief with accompanying internal verification paperwork per qualification is needed.

2.5 d) Standardisation:

- It is the responsibility of the Parent Centre's Quality Representative to organise and record standardisation meetings between the Parent Centre and the Satellite Site.
- All assessors and internal verifiers in both the Parent Centre and Satellite Site must actively participate in standardisation.

2.5 e) External Assessment (where applicable):

- If External Assessment is conducted in the Satellite Site, it is the responsibility of the Parent Centre to ensure work is conducted under the correct conditions and submitted by the deadline.

2.5 f) Moderation:

- The moderation sample will be selected from all learners registered through the Parent Centre.
- It is the responsibility of the Parent Centre to co-ordinate the sample for moderation and complete any actions required.

2.6 Centre Visits:

- The Centre Visit will be conducted at the Parent Centre.
- Satellite Site representatives may be requested to attend the centre visit.
- RSL reserve the right to also visit Satellite Sites during the course of the academic year.

2.7 Point of Contact:

- One Quality Representative must be nominated to be the main point of contact with RSL.
- They are responsible for managing communication between the Parent Centre, Satellite Site and RSL.

2.8 Certification:

- The Parent Centre and all Satellite Sites will be treated as one for certification. If there is an issue in either the Parent Centre or the Satellite Site, neither will be certificated until the issues are resolved.
- All certificates will be sent to the Parent Centre.

2.9 Registrations:

- All learner registrations will be made by the Parent Centre.

2.10 Satellite Site Withdrawal Process:

If the Parent Centre wishes to withdraw a Satellite Site:

- Complete the "[RSL VQ Centre Approval Withdrawal Form](#)" and return to vocational@rslawards.com. The Satellite Site will be withdrawn. This does not have an impact on the approval of the Parent Centre.

If RSL withdraw approval for a Parent Centre/Satellite Site:

- Withdrawal would apply for both the Parent Centre **and** the Satellite Site.