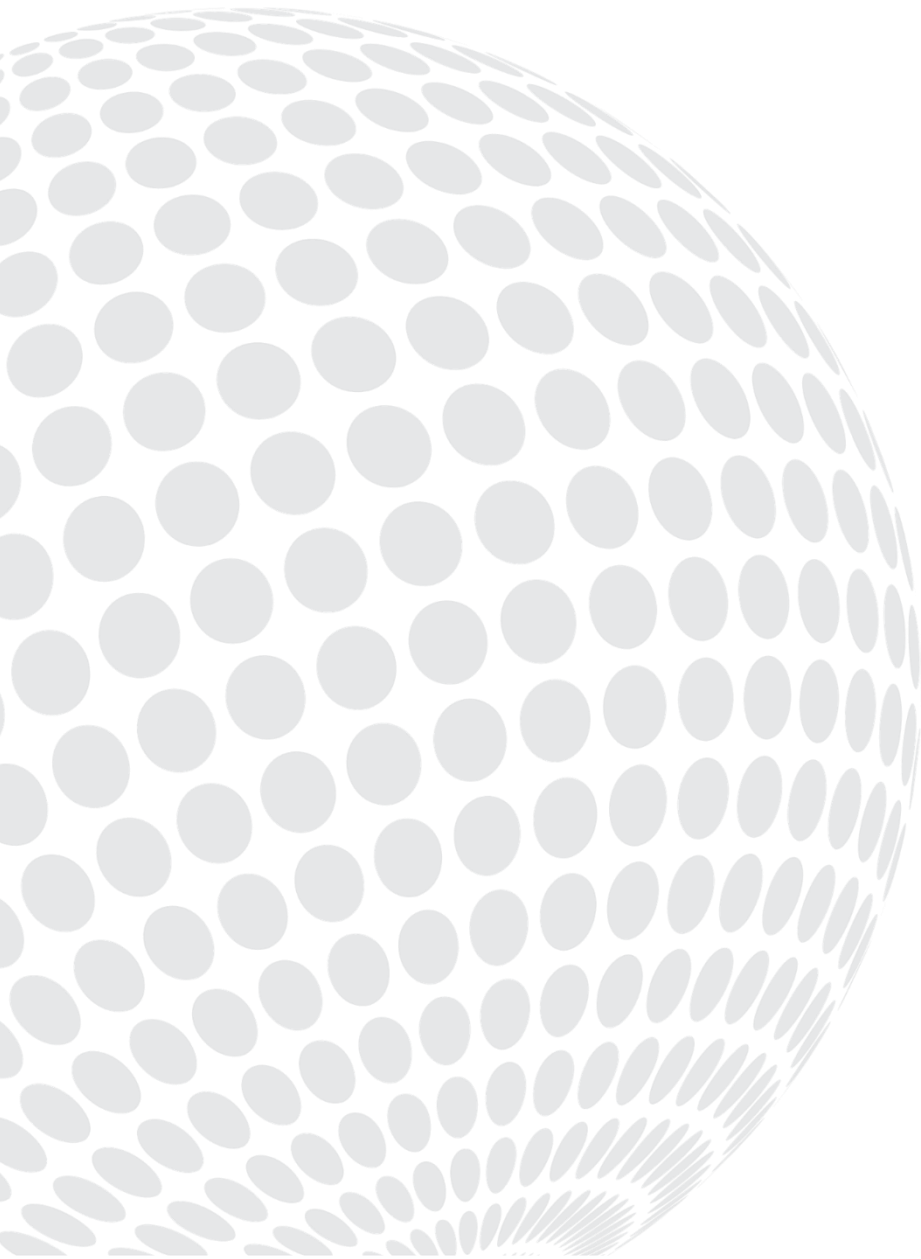




# Centre Information



## Centre Approval

EDUK Qualifications will offer qualifications in a range delivery methods and centres in both the United Kingdom and Globally. If you are interested in offering our qualification please follow the step-by-step process mentioned below

### Step 1 Enquiry

Complete the Enquiry Form.

### Step 2 EDUK Response

We will respond via email or phone call once an enquiry is made with a centre application form and documents required.

### Step 3 Submission

Once the form and any other supplementary information is complete, please submit the application to the following email address: [centres@eduk.org.uk](mailto:centres@eduk.org.uk)

### Step 4 Review

We will review the application and potential approved centre documents. If we require further information, we will contact you.

### Step 5 Approval Process

EDUK will notify the *potential partner approved centre* if their application is successful or declined.

### Step 6 Payment

If the potential partner approved centre is successful, they will have to pay the centre approval fee. For further information please follow the link given to our fee framework.

### Step 7 Centre Agreement

Once payment has been received, EDUK will send the centre agreement to be signed by the authorised person in your organisation and sent to [centres@eduk.org.uk](mailto:centres@eduk.org.uk)

## Step 8 Final Stage

Once approval is granted, we will send a confirmation with:

1. Central Approval letter with designated Centre Number
2. Centre Certificate
3. Our Official Logo to be used on your website and documentation
4. Our Handbook

### 1. What are the EDUK Qualification requirements?

EDUK Qualifications will grant full autonomy to partner centres in regard to minimum entry requirements. We will assess the students on a case by case basis.

- ✓ EDUK Qualifications is available to all students who to want and expand their knowledge and
- ✓ Their future career expectations.
- ✓ Applications are assessed on their individual merits but must have obtained at least 3 GCE/GCSE 'O' Levels (or its equivalent).
- ✓ They must also have a good standard of both written and spoken English.
- ✓ They must be at least 17 years of age.
- ✓ Students with work experience will be considered.
- ✓ Students with other Qualifications in others areas will be considered if they successfully pass the interview

### 2. Blended, Online and Distance Learning approval

If you are seeking to gain approval for our courses assessed through distance learning means, you must comply fully with the approval requirements for these qualifications. To gain approval you should provide suitable resources and ensure that learners have access to these. For guidance on blended, online and distance learning as well as an application form for them, please see the EDUK Blended Online and Distance Learning Guidance for Centres.

### **3. Additional Qualification Approval**

Once you have been approved as an EDUK Centre, you can apply to add additional qualifications to your provision at any time. Please contact us for instructions on how to do this. On receipt of your application, we will contact you to book a visit or inform you if a desktop approval can be used to progress your application.

### **4. Useful contacts**

For more information on our qualifications and services visit: [www.eduk.org.uk](http://www.eduk.org.uk) alternatively, call at: +44 (0)20 7078 4865 or email at: [centres@eduk.org.uk](mailto:centres@eduk.org.uk)