



Training Provider Approval Application

Quality Assurance for PDP

Introduction

Note – all the details you complete in this form, as well as any supporting documents you send, will be treated as **private and confidential** by SQA.

Important Note – To complete this form electronically, please make sure that you are using Adobe Reader 9 or later. This can be downloaded free of charge from the Adobe website.

What this form is for

This form is an application for approval as a Training Provider to offer the PDP Certification. It enables your organisation to demonstrate its potential to:

- provide the management structure and quality assurance systems to support the assessment and internal verification of PDP Certification, and to
- meet the requirements for approval to offer PDP Certification.

Please ensure the verifier, during the verifier's approval visit, will receive confirmation that SQA staff always have access to all assessment sites

Important Note – Reference information.

Training Provider guidance and information is available online at www.pdpassport.com

When you have finished...

When this form is complete, please email it, with any supporting documents, to

pdpassport@sqa.org.uk

When we have received the completed form, we will acknowledge receipt via email. If we find that we need more information, we will contact you.

Your Contact Details

Please provide details for your main site/location or headquarters:

Company's full name

Address

Postcode

Country

Phone number

Company House Reg Number

Please include the area code

Email address

Website address <http://>

(if applicable) e.g., www.anonymous.co.uk

Billing Address (If different from above).

Address

Postcode

Phone number

Pending approval, I wish to have our centre's contact details added to SQA's list of approved training providers which is available to the public on SQA's website.

Yes **No**

Please select the Training Provider Type(s) that you wish to register with SQA as. (Select all that apply)

5 year Training & Written Assessment

Practical Assessment

Annual Classroom Training

I intend to run online exams

Please ensure that you have at least one Instructor and/or Assessor at your centre who will be submitted for approval.

Declaration

Here we ask your Head of Establishment to accept and date a declaration regarding the accuracy of this application.

I declare that, to the best of my knowledge, the information given in this approval application, and on any accompanying documents, is correct.

I accept the declaration above.

Name

Date

(Use dd/mm/yyyy format)

Access to this information is strictly controlled, however it is shared within the training community, the Downstream Oil Distribution Forum and Candidates, when appropriate. We do not provide information to organisations involved in direct marketing or similar ventures.

Supplementary Information

As part of SQA's approval application process to determine your suitability to become an SQA approved centre, we require additional information. We will consider this information as part of the decision making process:-

- Credit Check
- Companies House/Director Check
- Sole Trader Check

Please note that these initial checks may take around one week.

If we deem it necessary, we may ask for a cash flow forecast and/or a business plan in support of your application.

In addition to this, please provide the following information:-

Prior approval refusals, withdrawals or sanctions imposed

Has any awarding body or regulator refused or withdrawn centre approval, qualification approval or imposed any other sanction on your organisation?

Yes

No

If yes, please provide further details below, including the name of the awarding body, regulator*, the qualification (if applicable), the date of the refusal/withdrawal/sanctions and any comments.

Sanctions and Investigations

Has your organisation, director, or employee, who will be involved in the running of a SQA approved centre or delivery of SQA qualifications, been in the past, or are currently involved in, any sanction or investigation carried out by a funding agency, awarding body or regulator*?

Yes

No

If yes, please provide further details below, including the name of the investigating body, details of the sanction and/or investigation, dates and outcomes.

Any personal data you provide will be processed in accordance with the General Data Protection Regulation (GDPR). Your information will be held securely and confidentially.

Please note, SQA may be required by law or other regulatory bodies, the police or law enforcement agencies to share personal information in the detection, prevention or prosecution of crime, tax evasion or fraud. We will ensure any arrangements for sharing personal data complies with the ICO's statutory code of practice on data sharing.

By signing and dating the declaration on Page 2 of this form, you consent to SQA making enquiries as detailed above, and understand that these may have a bearing on the decision reached by SQA to grant SQA centre approval status.

Please advise SQA immediately should the position, in relation to your answers above, change during the SQA centre approval process.

*Regulator may include Ofqual, Ofsted, Government bodies. This list is not exhaustive.