



CENTRAL APPROVAL PROCESS

Introduction

Param Qualifications welcomes applications from training providers and institutions that wish to become an Approved Learning Centre. The approval process ensures that all centres meet our quality standards, policies, and procedures before delivering our qualifications.

Application Submission

- Centres complete the Centre Enquiry Form available on our website.
- Required details include organisation information, programmes offered, learner numbers, and key contacts.
- Supporting documents (such as accreditation, staff CVs, policies) must be submitted with the application.

Initial Review

- Our Quality Assurance Team reviews the application to confirm eligibility.
- Clarifications may be requested if documents are incomplete or unclear.

Centre Evaluation

- Desktop review of submitted documents.
- Approval visit or online meeting may be arranged to check facilities, staffing, and systems.
- Policies (e.g., learner protection, assessment, malpractice) are verified against Param Qualifications standards.

Decision and Outcome

- If the centre meets requirements, Approval Confirmation is issued along with a unique Centre ID.
- If conditions are identified, approval may be granted subject to completing required actions.



- If criteria are not met, feedback will be provided and the centre may reapply after addressing the gaps.

Agreement and Registration

- Approved centres sign the Centre Agreement, outlining roles and responsibilities.
- Centres are added to the Approved Centre Register maintained by Param Qualifications.

Ongoing Monitoring

- Approved centres are subject to periodic monitoring and External Quality Assurance (EQA) checks.
- Failure to maintain standards may result in sanctions or withdrawal of approval.