QH

Centre Approval Application Form

International L3 High School Diploma

Please complete every section. Attach supporting evidence as listed in Section 8. Return the completed form and evidence to QH Centre Approvals. Incomplete applications will be returned without assessment.

Section 1 — Centre Details

Centre (legal) name	
Trading name (if different)	
Legal status	
Registration / licence number	
Registered address	
Country	
Main contact name & role	
Contact email	
Contact phone	
Website	
Date centre established	

Section 2 — Pathway(s) Applied For

Tick all pathways for which approval is sought. A separate evidence pack (Sections 4–6) is required for each pathway ticked.

✓	Pathway	Anticipated Start	Est. Learner Nos.
	Business		
	Healthcare		
	Information Technology & Artificial Intelligence		
	Applied Science		
	Engineering		

Section 3 — Centre Type & Delivery Model

Centre type (school / college / private training provider / corporate academy / other)	
Delivery mode (face-to-face / blended / fully online)	
Language(s) of delivery	
Prior awarding-body relationships (if any)	

Section 4 — Staffing & Occupational Competence

List all proposed tutors, assessors and Internal Verifiers for the pathway(s) applied for. Attach CVs and certificates.

Name	Role (Tutor / Assessor / IV)	Qualifications & Experience	Pathway(s)

Name	Role (Tutor / Assessor / IV)	Qualifications & Experience	Pathway(s)

Section 5 — Resources & Facilities

Describe the resources available to support delivery and assessment of the pathway(s) applied for (classrooms/labs, IT equipment, learning platform, library/e-library access, specialist equipment for practical units).

Section 6 — Quality Assurance Arrangements

Name of proposed Lead Internal Verifier	
IV sampling method (describe)	
Standardisation arrangements (describe)	

Section 7 — Policy Confirmation Checklist

Tick to confirm the Centre holds a current, board/management-approved policy in each area, and attach a copy of each.

- ☐ Health & Safety Policy
- ☐ Safeguarding / Child Protection Policy (if learners include minors)
- ☐ Equality, Diversity & Inclusion Policy
- ☐ Reasonable Adjustments & Special Consideration Procedure
- ☐ Malpractice & Maladministration Policy
- ☐ Data Protection Policy
- ☐ Complaints Procedure
- ☐ Academic Appeals Procedure
- ☐ Financial standing evidence (bank reference / audited accounts / equivalent)
- ☐ Public / professional liability insurance certificate (where applicable in jurisdiction)

Section 8 — Supporting Documents Checklist

- ☐ Certificate of incorporation / registration / operating licence
- ☐ Organisational chart showing quality assurance reporting lines
- ☐ CVs and certificates for all staff listed in Section 4

- ☐ Sample timetable or delivery schedule
- ☐ Floor plan or facilities inventory (or platform access details for online delivery)
- ☐ All policies checked in Section 7
- ☐ Signed Centre Agreement (draft — provided by QH on request)

Section 9 — Declaration

To be signed by an authorised officer of the applicant organisation (e.g. Principal, Director, Chief Executive).

I confirm that the information provided in this application, and in all attached supporting documents, is accurate and complete to the best of my knowledge. I confirm that the Centre agrees to comply with the QH Centre Approval Guidelines, the QH Quality Assurance Handbook, and the terms of the QH Centre Agreement, and to notify QH promptly of any material change affecting this application or subsequent approval.

Name	Position	Date
Signature		

For QH Use Only

Application reference	
Date received	
Risk rating (Standard / Enhanced / High Scrutiny)	
Reviewed by	
Decision & date	

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