QH
Centre Approval Guidelines
International L3 High School Diploma

Business • Healthcare • IT & AI • Applied Science • Engineering

Issued under the QH Qualifications Framework (QQF)

Document version 1.0

1. About This Document

These Guidelines set out the criteria, process and ongoing requirements that organisations must meet to be approved by QH as a Centre authorised to deliver, assess and certificate the QH International L3 High School Diploma, across any or all of its five pathways: Business, Healthcare, Information Technology and Artificial Intelligence, Applied Science, and Engineering.

Approval is awarded by QH against its own Centre Approval Criteria and is not made under, or reliant upon, any external regulatory framework. Where a Centre or its learners require recognition of the Diploma by a national Ministry of Education or other national authority, such recognition is sought and confirmed separately, on a country-by-country basis, and is not implied by QH Centre Approval status.

This document should be read alongside the QH Centre Approval Application Form, the relevant Qualification Specification(s), and the QH Quality Assurance Handbook.

2. Purpose of Centre Approval

Centre Approval exists to give QH, learners, employers and receiving institutions confidence that an approved Centre has the governance, staffing, resources and quality assurance arrangements needed to deliver the Diploma to a consistent, valid, authentic, reliable, current and sufficient standard across all units of assessment.

Approval is pathway-specific: a Centre must demonstrate the criteria below separately for each of the five pathways it wishes to deliver, though many requirements (e.g. governance, safeguarding, data protection) apply once across the whole Centre.

3. Centre Approval Criteria

An applicant Centre must provide evidence against each of the following criteria. Evidence requirements are detailed further in the Application Form.

Criterion	Requirement
Governance & Legal Status	The centre is a legally constituted organisation (school, college, training provider, or corporate academy) able to enter into a binding agreement with QH.
Staffing & Occupational Competence	Tutors, assessors and Internal Verifiers hold appropriate subject/occupational expertise and, where applicable, recognised teaching/assessing/verifying qualifications or demonstrable equivalent experience.
Resources & Facilities	Physical or virtual learning environments, equipment, learning materials and access to the internet/library resources are sufficient for the pathway(s) applied for.
Quality Assurance	A documented Internal Verification (IV) sampling plan covering standardisation, feedback and assessment decisions across all units and assessors.
Health, Safety &	Current health & safety policy and, where learners include minors or

Criterion	Requirement
Safeguarding	vulnerable adults, a safeguarding/child-protection policy with a named designated lead.
Equality, Diversity & Inclusion	A published equality and diversity policy and reasonable adjustment/special consideration procedures aligned to QH's access arrangements policy.
Malpractice & Maladministration	A policy for preventing, identifying and reporting malpractice or maladministration, naming a responsible officer and referencing QH's reporting requirements.
Data Protection & Records Management	Compliance with applicable data protection legislation in the centre's operating jurisdiction, and secure retention of learner records and assessment evidence for the period QH specifies.
Financial Viability & Insurance	Evidence of financial standing appropriate to the scale of delivery, and public/professional liability insurance where required by local law.
Complaints & Appeals	A learner-facing complaints and academic appeals procedure consistent with QH's own appeals framework.

4. The Application Process

Applications proceed through seven stages. Indicative timescales assume a complete application with no outstanding clarifications; QH will notify the applicant promptly of any delays.

#	Stage	Description	Timescale
1	**Expression of Interest**	Prospective centre submits an Expression of Interest via QH, indicating the pathway(s) and anticipated learner numbers.	N/A
2	**Application Submission**	Centre completes and submits the QH Centre Approval Application Form with all supporting evidence.	Applicant
3	**Desk-Based Review**	QH reviews the application and supporting evidence for completeness against the Centre Approval Criteria.	10 working days
4	**Risk Assessment**	QH assigns a risk rating (Standard, Enhanced, or High Scrutiny) based on centre type, prior history and pathway complexity.	5 working days
5	**Approval Visit**	A QH-appointed External Verifier (EV) conducts a remote or on-site approval visit to	Scheduled within 20 working days

#	Stage	Description	Timescale
		verify staffing, resources and quality assurance arrangements.	
6	**Approval Decision**	QH's Approvals Panel confirms Full Approval, Conditional Approval (with an action plan and deadline), or Not Approved, with reasons provided in writing.	10 working days
7	**Agreement & Onboarding**	Approved centres sign the QH Centre Agreement, receive login credentials to the QH centre portal, and complete mandatory induction training for assessors and IVs.	N/A

4.1 Risk-Rated Scrutiny

QH applies a proportionate, risk-based approach to approval visits and ongoing monitoring:

- Standard — established education providers with a prior track record and low-risk delivery model.
- Enhanced — new providers, corporate/private training academies, or centres delivering Healthcare or Engineering pathways with practical/simulated components.
- High Scrutiny — centres with no prior awarding-body relationship, distance/online-only delivery models, or centres in jurisdictions where QH has limited prior presence.

4.2 Approval Outcomes

- Full Approval — the Centre may register learners and deliver the pathway(s) immediately.
- Conditional Approval — approval is granted subject to an action plan with a fixed deadline (typically 3 months); learner registration may be limited or held pending closure of conditions.
- Not Approved — the application is declined with written reasons; the Centre may reapply after addressing the reasons given, normally after a minimum of 6 months.

4.3 Appeals Against an Approval Decision

A Centre may appeal an approval decision in writing within 20 working days of notification, addressed to QH's Approvals Panel Chair. The appeal is heard by panel members not involved in the original decision, and the outcome is issued within 20 working days of receipt.

5. Ongoing Centre Requirements

5.1 Annual Monitoring

Approved Centres are subject to at least one External Verifier (EV) monitoring visit per academic year per approved pathway, which may be conducted remotely or on-site at QH's discretion. Monitoring covers sampling of assessment decisions, Internal Verification records, and learner evidence.

5.2 Internal Verification

Centres must maintain a named Lead Internal Verifier per pathway and a sampling plan that ensures, over the delivery cycle, coverage of every assessor, every unit, and a spread of grading outcomes, in line with the valid, authentic, reliable, current and sufficient evidence standard.

5.3 Continuing Professional Development

Assessors and Internal Verifiers must complete QH's mandatory induction training before certificating learners, and are expected to undertake at least one QH-recognised standardisation or CPD activity per academic year.

5.4 Notifiable Changes

Centres must notify QH within 10 working days of any material change affecting approval, including: change of premises, change of Lead IV or Centre Contact, a change in legal ownership or status, or any regulatory or legal action against the Centre.

5.5 Fees

Centre approval, annual monitoring and certification fees are set out separately in the QH Fees Schedule, issued annually and referenced in the Centre Agreement.

6. Suspension and Withdrawal of Approval

QH may suspend or withdraw a Centre's approval where: the Centre fails to address the conditions of a Conditional Approval within the agreed timescale; a monitoring visit identifies malpractice, maladministration, or a serious breach of the Centre Approval Criteria; the Centre fails to pay fees when due; or the Centre otherwise breaches the Centre Agreement.

Where approval is suspended, no new learners may be registered and no certificates may be issued until the suspension is lifted. Where approval is withdrawn, QH will make arrangements to safeguard the interests of any learners already registered, which may include transfer of learner records to another approved Centre.

A Centre subject to suspension or withdrawal has the right to appeal under the process set out at Section 4.3.

7. Related Documents

- QH Centre Approval Application Form
- QH International L3 High School Diploma — Qualification Specification (per pathway)
- QH Quality Assurance Handbook
- QH Malpractice and Maladministration Policy
- QH Equality, Diversity and Access Arrangements Policy
- QH Fees Schedule

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