

British Safety Council Centre Monitoring Policy



Introduction

The British Safety Council has a responsibility to the learners taking our qualifications and to the UK qualifications regulators to ensure that centres deliver our qualifications and units in accordance with relevant national standards.

This policy outlines the way in which the British Safety Council monitors its approved centres.

Our approach to monitoring

We conduct desk-based monitoring of our centres and we conduct centre visits. The primary focus of our monitoring is the centre's compliance with the conditions set out in the Centre Agreement. We seek to assure ourselves that the centre's management and systems ensure that our qualifications are delivered in line with the requirements of the qualifications regulators and the British Safety Council's centre approval criteria.

Centre visits

Centres will normally be given at least one week's notice of our intention to visit. However, we do reserve the right to visit examination sittings unannounced.

The agenda for the visit will be negotiated with the centre either beforehand or on the day. During the visit the centre will be expected to provide the British Safety Council representative with access to key members of staff and student representatives.

The British Safety Council representative will provide feedback to the Head of Centre at the end of the visit. This will include areas of action/development to be addressed by the centre.

Where action/development points are set, a response from the centre will be required that demonstrates how and when these points will be addressed. The British Safety Council will negotiate a date by which this response must be received.

The British Safety Council will provide a full report of the visit to the Head of Centre within four weeks of the visit. Where the report contains action/development points, the centre will need to respond by the date set.

The British Safety Council will monitor the progress of centres against action plans.



Review arrangements

This policy will be reviewed annually as part of our self-evaluation arrangements and revised as necessary in response to customer feedback, trends from our internal monitoring arrangements, changes in our practices, or requirements of the qualifications regulators.

Contact details for this policy

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