

Centre Name:	
Recognised Centre Number:	
Centre contact responsible for this Qualification:	
Position:	
Tel:	
E-mail:	
Qualification Title:	
Ofqual Qualification Number:	

I agree to ensure adherence to the LASER Qualification Specification and associated regulations for delivery of the above qualification.

I confirm that:

1. All Tutors/Assessors and Internal Quality Assurers have access to and are familiar with the relevant LASER Qualification Specification, Centre Handbook and Learner Handbook, where relevant.
2. All additional requirements and associated regulations will be met. This will include the completion of any documentation associated with delivery of the qualification, e.g. submission of appropriate documentation relating to trainer or venue approval.
3. The resources and systems required to deliver and manage this qualification including staffing, internal quality assurance and staff development, are fit for purpose and available.
4. All Tutors/Assessors and Internal Quality Assurers are appropriately qualified to a level at least one above the level they are delivering; can demonstrate relevant vocational experience and meet the requirements detailed in the LASER Qualification Specification. (CVs/certificates to be supplied, where required).
5. Internal assessment will be subject to robust internal quality assurance and standardisation, and adequate support and CPD will be given to Assessors.
6. Examination processes, where applied, will be robust and facilitated by experienced examiners. (CVs to be supplied)

7. The External Quality Assurer will be given full access to relevant records and staff as required.

8. All Tutors/Assessors will ensure that learners are:
 - Aware of the requirements of the qualification
 - Provided with adequate assessment opportunities/fit for purpose examination venues
 - Given full and formative feedback throughout the delivery of the course

9. Internal Quality Assurance will:
 - Conform to any specific requirements for the qualification.
 - Sample assessed internal tasks for each Assessor and where appropriate against the benchmarks and marking criteria for the benchmark.
 - Standardise across all Assessors.
 - Check individual Assessor's assessment records.
 - Provide clear records of all internally quality assured assessments for external quality assurance as required.
 - Provide documented feedback to individual Assessors.
 - Initial all sampled internally quality assured work and any appropriate assessment records.
 - Report on Quality Improvement, including an Annual Review and Development Plan.

10. Learners will be registered in a timely fashion in line with LASER requirements including the provision of Unique Learner Numbers.

11. For externally set assessments:
 - The security of all assessment papers will be maintained.
 - All the specific requirements of the qualification as detailed in the LASER Qualification Specification and Centre Handbook are met.

12. For internally set assessments:
 - All the specific requirements of the qualification as detailed in the LASER Qualification Specification and Centre Handbook are met.
 - Assessment approval is obtained from LASER Quality Reviewer prior to delivery where this is required by the LASER Qualification Specification.

Please complete the box below and send this form to your [LASER Quality Curriculum Reviewer](#).

For Centre Use (To be completed by Centre Contact responsible for this qualification): *I have read and agree to the above conditions to deliver this qualification.*

Name: (Print)

(Signature)

Position:

Date:

LASER Use ONLY

QCR Comments:

Additional documentation requested
and reviewed by QCR:

Authorised By:

Date: