

Approval Meeting Preparation Guide

Thank you for submitting your application to join us as an approved delivery centre. The next step is to schedule a zoom meeting to undertake your approval and we have provided below a simple checklist to support you in your planning for this.

As part of the approval process, we review your organisations policies and procedures relating to the planning, delivery, and assessment of qualifications. We have provided a checklist providing guidance around the areas we will cover during your approval; however, you may have more, or they may have different titles.

**[ ]** Conflict of interest Policy

**[ ]** Data protection / GDPR

**[ ]** Malpractice / Maladministration Policy

**[ ]** Artificial Intelligence Policy

**[ ]** Equality and Diversity Policy

**[ ]** Complaints Policy

**[ ]** Registration and certification Policy

**[ ]** Appeals Policy

**[ ]** Assessment Policy

**[ ]** IQA Policy

**[ ]** Reasonable adjustments and special considerations Policy

**[ ]** Health and Safety Policy

**[ ]** Business Plan

**[ ]** Marketing Strategy

**[ ]** CVs and CPD records for all staff involved in the delivery, assessment and IQA process

If you haven’t already shared policies and procedures with us as part of your application, then now is a good time to review and collate your policies in readiness for your approval meeting.

If you have identified gaps in your policies, you may find it helpful to review SFEDI Awards policies which can be found at:

<https://sfediawards.co.uk/existing-delivery-centres/sfedi-awards-policies-and-procedures>

**Please note:** You must ensure policies are relevant and can be effectively implemented within your own organisation.