



## HE Partner International Satellite Centre Enquiry Form - AB/QA/0038/Jul18V08

### Purpose

This aim of this document is to allow HE centres to apply to extend their CMI accreditation in the UK to satellites overseas. The document contains some guidance including supplementary information to be provided and an application form.

### Introduction

CMI is looking to explore international opportunities through its existing HE Partners. In order to do this, we require all HE Partners who wish to work with a satellite to submit an International Satellite Centre Enquiry form which will need to be approved by CMI. CMI Centre Approval is both programme and location-specific.

### Definitions

**'Satellite Centre'** – an organisation that has a business relationship with a CMI HE Partner. The business relationship covers the delivery and/or assessment of CMI qualifications at the Satellite Centre (and may cover other activities outside the interest of CMI). The Satellite Centre may be:

- Independent of the CMI Centre, and operates under different ownership and a different business name, but subject to a written agreement with the HE Partner.
- An existing or proposed new overseas location for the HE Partner, operating under the same ownership and business name.

**'International'** – any country not within Great Britain, England, Scotland and Wales or Northern Ireland.

**'HE Partner'** – the Higher Education institution which has been approved by CMI to run or offer CMI qualifications.

### Scope

This application form applies to all existing HE centres whether in the UK or overseas.

### CMI Centre Criteria requirements

The criteria below have been established as a framework and should be followed. An HE Partner Satellite Centre enquiry will be reviewed and approved by the Senior Quality Manager, or in their absence, Head of Awarding Body.

An HE Partner must **not** have any of the below in order that the application can be considered for approval:-

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1. Sanctions in the last 12 months.
2. Aged Debt in the last 12 months.
3. Action Plans outstanding in the last 12 months.
4. Travel risks as defined by CMI's designated risk management company and the UK Foreign and Commonwealth Office.

In order for CMI to approve an international Satellite Centre, the HE Partner must ensure the following:-

- The country and/or area of the country in which the Satellite Centre is located is deemed as safe to travel to by the Foreign and Commonwealth Office and CMI's risk management company. FCO advice can be checked at: <https://www.gov.uk/foreign-travel-advice>
- **Note – if the country or part of the country where the Satellite Centre is located becomes unsafe to travel to, CMI reserve the right to withdraw approval for the Satellite Centre.**

### Responsibilities of the HE Partner

**The HE Partner is required to:**

- Take all reasonable steps to ensure that the Awarding Organisation is able to comply with the requirements of the Regulatory Authorities in relation to the activity it undertakes to deliver qualifications on behalf of the Awarding Organisation.
- Ensure that accountability and responsibility for quality assurance, delivery, assessment and administration is directed through the HE Partner and is under the direct control of the CMI Centre's Programme Director.
- EITHER directly employ the CMI delivery/assessment/quality assurance staff working at the Satellite Centre  
OR approve the staff working at the Satellite Centre on CMI delivery/assessment/quality assurance and keep appropriate records of the approval process.  
For CMI purposes, staff at the Satellite Centre will be treated as staff of the HE Partner and will require approval by CMI for delivery/assessment/quality assurance.
- Ensure all registrations are made via the HE Partner.
- Be aware the HE Partner may be invoiced a Satellite Centre fee (per Satellite Centre) annually (at the discretion of the Relationship Manager).
- Be conscious that if quality issues arise within the Satellite Centre then sanctions will be applied to the HE Partner.
- Monitor its arrangements with the Satellite Centre on a regular basis (a minimum of twice a year) Clear records of this process should be maintained and available for scrutiny by CMI. (Evidence of monitoring CMI provision must be demonstrated and recorded. This can include registrations, assessments, tracking of CMI evidence in Learner work etc.)
- Provide a CMI Quality Manager access to visit/audit the Satellite Centre once per annum where requested; all quality issues will be addressed with the HE Partner. This visit/audit may be at the Satellite Centre or at the HE Partner via Skype or suitable alternative technology.
- Note that the cost of travel and overnight accommodation to the Satellite Centre (where required) for CMI staff will be charged to the HE Partner.
- Ensure that the qualification is being delivered to the exact same specification as it would be in the UK. Any dual accreditation mapping being used is aligned and updated in accordance with the UK provision to ensure standardisation.
- Ensure the assessment is in English.
- Ensure that programme content (for mapping purposes) is in English.

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- Allow all CMI moderation to be conducted in the UK following agreed academic/exam board decisions. Where CMI moderation needs to be conducted outside of the UK, e.g., large volume, paper copies; no satellite access to the Approved Centre VLE, a moderation schedule and access to a sample from each batch of work must be agreed and facilitated at the start of the academic year.

The application form that needs completing by the HE Partner is in Appendix A.



**Appendix A International Satellite Centre Enquiry Form**

**Section One – Centre & Satellite Details**

Please note if you are applying for multiple Satellite Centres, please complete a **separate** application for **each** Satellite Centre.

**Please ensure that the following documentation is included with this enquiry:**

- A clear indication of the relationship between the HE Partner and proposed satellite (See Appendix B)
- Programme specifications and module guides for all CMI-linked programmes at both the HE Partner and Satellite Centre
- Mapping documentation for the programme run at the HE Partner
- Staff CVs for all staff not already approved
- Staffing matrix for the Satellite Centre (See Appendix C)
- Copy of the signed contract between the HE Partner and the Satellite Centre (or a sample contract with a separate signature sheet for the Satellite Centre)
- The ‘operational manual’ that sets out how the programme operates in the Satellite Centre.

**Appendix A**

To apply for satellite approval please complete the form below and return to the CMI Senior Quality Manager with any supplementary documents required.

<b>HE Partner Name:</b>	
<b>Centre Number:</b>	
<b>HE Partner CMI Programme Director Name and Contact Details:</b>	
<b>HE Partner Programme Director Name and Contact Details (if different from above)</b>	

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<b>Full Address of main Satellite Centre:</b>	
<b>Full addresses of all Satellite Centres where the programme is delivered on behalf of the existing HE Partner.</b>	
<b>Contact Name at Satellite Centre:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b> <b>Skype address:</b>	
<b>Description of Satellite Centre (describe the relationship to the main HE Partner. See Appendix B for guidance)</b>	
<b>List of programmes that already have dual accreditation at the HE Partner that are intended for delivery at the Satellite Centre:</b>	
<b>Please confirm that delivery and assessment of the programme is entirely in English</b>	

**Section Two – Qualification and Staffing Information**

**Please outline the qualifications and methods of assessment the Satellite Centre will be running/using, refer to the Mapping document where appropriate.**

**Are the assessment methodology and assignment briefs identical between the Satellite Centre and the HE Partner? If not please provide details of differences. NB – This will need to be checked by a CMI Specialist Mapper.**

**Please provide details of Deliverers/Assessors/Internal Quality Assurers at the Satellite Centre or main HE Partner for each qualification that will be based at the Satellite Centre:**

- Please provide a staff matrix to show the names, roles and responsibilities of all staff involved in the delivery of CMI qualifications/dual accredited programmes at the Satellite Centre. See Appendix C for guidance.
- Describe the nature of the relationship between staff at the Satellite Centre and the HE Partner i.e. are they employed by the HE Partner, are they employees of another organisations but approved by the HE Partner, or is there another arrangement?

**NB** for staff delivery, assessment and verification staff not already approved at the HE Partner, you should provide a copy of each individual's CV.

**Please provide details of the Internal Verification/IQA arrangements for the Satellite Centre.**

**Please explain what training and development plans for Deliverers/Assessors/IQAs at the Satellite Centre have been set. These should be available for the CMI Quality Manager upon request.**

**Please detail plans for monitoring quality and consistency of assessment, including arrangements for standardisation and how this will be integrated with activities carried out by the HE Partner:**

**Please detail plans for monitoring the Satellite Centre quality systems, including recruitment practices, Learner tracking and support, performance of tutor and assessment teams:**

**Please describe how the HE Partner will ensure that staff at the Satellite Centre receive copies of all communications from CMI?**

**Section Three – CMI Programme Director Declaration**

The HE Partner’s CMI Programme Director will be required to sign off the application.

Please insert a scanned signature in the box below.

**Declaration**

I understand that if the operation of a Satellite Centre is agreed, the CMI HE Partner will remain accountable and responsible for quality, delivery, assessment and administration at the Satellite Centre.

<b>CMI Programme Director Name:</b>	
<b>CMI Programme Director Signature:</b>	
<b>Date:</b>	

Please ensure that the supporting documents listed in Section 1 have been included with this application form.

Please note that any Declaration of Approval letter that is issued for a UK HE Satellite will be sent to the CMI programme Director at the HE Partner.

**Section Four – Quality Manager Sign off**

For CMI purposes Only:	
<b>Approved by: Quality Manager Name and Signature.</b>	
<b>Conditions of Approval:</b>	
<b>Date:</b>	
<b>Reasons for Non-Approval:</b>	

**Section Five – Head of Awarding Body and Compliance Sign off for Overseas Satellite Centre**

I do / do not recommend that this Satellite Centre is registered with CMI. (Please give reasons if not recommended)

For CMI purposes Only:	
<b>Approved by: Head of Awarding Body and Compliance Name/Senior Quality Manager Name and Signature.</b>	
<b>Conditions of Approval:</b>	
<b>Date:</b>	
<b>Reasons for Non-Approval:</b>	



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**Appendix B – Please indicate with an 'X' on the table the type of relationship that exists between the Approved Centre and the proposed Satellite.**

	HE Partner - Approved Centre					
Awarding body	Branch campus	Flying faculty 1	Flying faculty 2	Flying faculty 3	External examining	
TNE exam board						
Reviews and develops course						
Moderates marking						
Second marks						
Marks						
Engages own externals						Partner – local delivery, assessment setting and assessment moderation
Moderates assignments						
Sets assignments						Partner – local delivery
Delivery – face to face						
Delivery – distance learning						Local Agent – admin campus
Provides pastoral / Learner support						
Provides Learner facilities						
Recruits /registers locally or on HE partner system	Franchising					
	<b>Proposed Satellite</b>					

**Appendix C – Example of staff matrix**

Programme	University Modules	CMI unit	Responsibilities
Hons) Management	1103	5001	John Smith (PD, Module Leader, Internal Verifier)  Jean Smith (Lecturer, Second Marker)  Joan Smith (Lecturer, Marker)
	1104	5002	Joan Smith (Module Leader, Lecturer, Marker)  Jean Smith (Second Marker)  John Smith (PD, Internal Verifier)
	1105	5012	Smith (Module Leader, Marker) Smith (PD, Lecturer, Internal Verifier) Smith (Second Marker)