

| **Date** | **Amendments made** |
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| **Jan 2023** | Amendments made to the format of the document, change of wording. |
| **August 2022** | Amendments made to the format of the document, change of wording. |
| **July 2022** | Moved to a Google document to facilitate real- time completion by multiple organisations. Appendices revised. Narrative and questions revised. Conditions revised. Now accommodates worldwide approvals. |



| Distribution List   * All Quality Managers * Partner Relationship Managers * Customer Service Team * HE Partnership Support Executive * Awarding Body Support Team * CMI Centres |
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| Document Purpose  The aim of this document is to allow HE centres to apply to extend their CMI accreditation to satellites. The document contains some guidance including supplementary information to be provided and an application form.     | Document 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. | | --- | |
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| Scope  This application form applies to all existing HE centres. |
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| 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, the Head of Awarding Body.  An HE Partner must not have any of the below in order that the application can be considered for approval:-   * Sanctions in the last 12 months. * Aged Debt in the last 12 months. * Action Plans outstanding in the last 12 months. * Travel risks as defined by CMI’s designated risk management company and the UK Foreign and Commonwealth Office.   In order for CMI to approve a 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 reserves 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 are directed through the HE Partner and are 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 learner registrations are made via the HE Partner unless otherwise agreed by the Senior Quality Manager. * 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 Google Meet 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 unless otherwise agreed between CMI and the main centre, * 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. * 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 upon and facilitated at the start of the academic year.   The application form that needs to be completed by the HE Partner is in Appendix A.   | Monitoring and Review CMI will review this procedure annually as part of our self-evaluation arrangements and revise it in line with any feedback from stakeholders, regulatory authorities or external agencies, or changes in our practices. | | --- | |
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## Section One – Primary Centre & Satellite Details

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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 the 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 - Section 1

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

| **Name of existing HE Partner** |  |
| --- | --- |
| **CMI Centre Number:** |  |
| **HE Partner CMI Programme Director Name and Contact Details at the existing centre** |  |
| **Name and Contact Details of main contact at the proposed satellite centre**  **(if different from above)** |  |
| **Full Address of main Satellite Centre:** |  |
| **Full addresses of all Satellite Centres where the programme is delivered on behalf of the existing HE Partner.** |  |
| **Contact Name at Satellite Centre:** |  |
| **Email Address:** |  |
| **Telephone Number:** |  |
| **Description of Satellite Centre (describe the relationship to the main HE Partner. See Appendix B for guidance)** |  |
| **List all programmes (currently mapped) that you are seeking to offer dual accreditation for via the satellite.** |  |
| **Are the assessment methodology and assignment briefs identical between the satellite centre and the HE Partner? If not, please provide details of any differences. Please note that any differences will need to be checked by the CMI Specialist Mapper. Satellite-specific mapping may be required.** |  |
| **Please confirm that delivery and assessment of the programme are entirely in English** |  |

## Appendix A - Section 2 – Qualification and Staffing Information

| **For each programme, 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.** |
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| **Describe the nature of the relationship between staff at the Satellite Centre/s and the HE Partner i.e. are they employed by the HE Partner, are they employees of another organisation but approved by the HE Partner, or is there another arrangement?** |
| **For delivery, assessment and internal quality assurance staff, not already approved at the HE Partner, please provide a copy of each individual’s CV so that it can be approved by CMI and so that staff can be added to the CMI hub and MyCMI. Staff approvals trigger access to ManagementDirect and resources and access to CMI systems for learner registration and claims.**  **No CVs are required for administration staff.**  **Please send CVs to** [**awardingbody@managers.org.uk**](mailto:awardingbody@managers.org.uk) **with an email heading stating “ Satellite application {name of your centre}”. These can then be processed by CMI staff.** |
| **Please provide details of the IQA and review arrangements with the satellite/s, including staff recruitment practices, learner recruitment, learner tracking, learner support, performance of delivery and assessment staff.** |
| **Please explain what training and development plans there are for deliverers. assessors and IQAs at the satellite centre.** |
| **Please detail plans for monitoring quality and consistency of assessment, including arrangements for standardisation if multiple staff are delivering the same modules. How will this be integrated with the activities carried out by the main centre? How will you ensure that assessment remains in line with the mapping outcome?** |
| **How will the main centre ensure that staff at the satellite centre receive all communications from CMI? This is important because if there are changes to the CMI syllabus; if remapping is required or if there is an action plan following moderation, the satellite will need to know.** |

## Appendix A - Section 3 – CMI Primary Centre Programme Director Declaration

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

Please insert a scanned signature in the box below or type in the name (NB share access to this document is controlled by CMI).

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, which may include approval conditions, issued for a UK HE Satellite will be sent by CMI to the CMI Programme Director (listed on the CMI hub). Approval conditions will be checked during centre visits with the main HE centre.

**Declaration**

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

| **CMI Programme Director Name at main centre** |  |
| --- | --- |
| **CMI Programme Director Signature** |  |
| **Date** |  |

## Appendix A - Section 4 – CMI Quality Managers Sign off

| **For CMI Purposes Only** | |
| --- | --- |
| **CMI Quality Manager Name** |  |
| **CMI Quality Manager Signature** |  |
| **Date** |  |
| **Approved / Not Approved** |  |
| **Conditions of Approval**  **(If applicable)** |  |
| **Reasons for Non-Approval**  **(If applicable)** |  |

## Appendix A - Section 5 – CMI Senior Quality Managers / Head of Awarding Body and Compliance Sign off

| **For CMI Purposes Only** | |
| --- | --- |
| **CMI Senior Quality Manager / Head of Awarding Body & Compliance Name** |  |
| **CMI Senior Quality Manager / Head of Awarding Body & Compliance Signature** |  |
| **Date** |  |
| **Approved / Not Approved** |  |
| **Conditions of Approval**  **(If applicable)** |  |
| **Reasons for Non-Approval**  **(If applicable)** |  |



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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** | | | | | | |
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| **Awarding body** | **Branch Campus** | **Flying Faculty 1** | **Flying Faculty 2** | **Flying Faculty 3** | **External Examiner** | **Local External Examiner** | **Independent HEI** |
| **Exam board** |
| **Reviews and develops course** | **Franchise**  Partner – local delivery, assessment setting and moderation, marking, second marking, final moderation, review and develop course |
| **Moderates marking** |
| **Second marks** | **Franchise**  **Partner** – local delivery, assessment setting and moderation, marking, second marking, |
| **Marks** |
| **Engages own externals** | **Partner** – local delivery, assessment setting and assessment moderation |
| **Moderates assignments** |
| **Sets assignments** |
| **Delivery – face to face** | **Partner** – local delivery |
| **Delivery – distance learning** |
| **Provides pastoral / Learner support** | **Local Agent** – admin campus |
| **Provides Learner facilities** |
| **Recruits/Registers locally or on HE Partner system** |
|  | **Proposed Satellite** | | | | | | |



| **Programme** | **University Modules** | **Mapped to CMI unit** | **Staff (responsibilities)** |
| --- | --- | --- | --- |
| *BA (Hons) Management* | *M103* | *501* | * *Lisa Smith (Programme Director, Module Leader, Internal Quality Assurer)* * *Elly Bloggs (Lecturer, Second Marker)* * *Jamie Smith (Lecturer, Marker)* |
| *M104* | *502* | * *Lisa Smith (Module Leader, Lecturer, Marker)* * *Elly Bloggs (Second Marker)* * *Jamie Smith (Programme Director, Internal Quality Assurer)* |
| *M105* | *503* | * *Lisa Smith (Module Leader, Marker)* * *Elly Bloggs (Programme Director, Lecturer, Internal Quality Assurer)* * *Jamie Smith (Second Marker)* |

| **Programme** | **University Modules** | **Mapped to CMI unit** | **Staff (responsibilities)** |
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