

CMI Awarding Body

CMI Satellite Centre or Subcontract Centre/Third
Party Application Centre Approval Procedure -
V10

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Approval Procedure

AB/PRO/0013 - January 2026 - V10

History

Date	Amendments Made
January 2026 / V10	<ul style="list-style-type: none">• Full review of the Procedure• HE Partner International Satellite Centre Enquiry Form is absorbed into this procedure• Incorporated into the new template.• Incorporated the CMI Partner Connect system• Renaming for Procedure from: "In-Country and Overseas Multisite and Satellite centre approval procedure" to "Satellite Centre or Subcontract Centre/Third Party Application"• Change in SQA Accreditation to Qualifications Scotland Accreditation
January 2023 / V9	<ul style="list-style-type: none">• Amendments made to the format of the document, change in wording. Amendments to reflect new processes, new systems and international application
August 2022 / V8	<ul style="list-style-type: none">• Amendments made to the format of the document, change of wording. Amendments to reflect new processes, new system and international application
Jul 2018 / V7	<ul style="list-style-type: none">• Following document review, the following documents were subsumed into this one: Application for multisite and overseas delivery AB.FOM.0003.Aug15/V1 & CMI UK Centres Operating Overseas Policy AB/POL/0016/Feb14/v02 & CMI Overseas Multisite and Satellite Centre Approval Checklist. In addition, the purpose has been revised, Scope revised, Definitions revised, and the doc restructured to accommodate the merge. Slight wording changes for clarification.
December 2017 / V6	<ul style="list-style-type: none">• Additions made to Appendix 1
July 2017 / V5	<ul style="list-style-type: none">• Previous doc "overseas, multisite and Satellite Centre approval procedure" Version 5 revised to change the title, add distribution list, add a provision for new business models and take out duplication. Clarification of rules for different scenarios for flying faculty

Intended Audience

- CMI Quality Managers
- CMI Partner Relationship and Engagement Managers
- CMI Partner Services
- CMI Awarding Body Support Team
- CMI Centres (Approved, Registered, Recognised)

All of CMI's policies are published on the [CMI Policies Webpage](#)

Purpose

The purpose of this procedure is to define the framework for the approval, management and ongoing oversight of Satellite Centres or Subcontracted / Third party Centre delivery partners. It sets out the application process, approval requirements, and compliance obligations to ensure that all CMI Centres operate in full accordance with CMI's governance arrangements, quality assurance expectations, and relevant regulatory standards.

Note: For Recognised Centres, the purpose of the document is to meet CMI's quality and monitoring requirements only.

Scope

This procedure applies to all CMI Centres, henceforth referred to as the 'Primary Centres', applying for approval for Satellite Centre, or to Primary Centres applying for Subcontract / Third party applications.

The status of all Satellite Centres/Subcontractors, or Third parties, will be reviewed during CMI Quality Assurance activities with Primary Centres. Under the Regulatory Agreement with CMI, Primary Centres remain accountable and responsible for all activities relating to CMI products within their Satellite Centre(s) / Subcontractors or Third Party Providers.

A CMI Centre may wish to extend its Centre approval to multiple delivery locations in-country or overseas, or to work with third parties where delivery is at an in-country or overseas location. Third-party arrangements cover a range of business models (* See Definitions section of this document).

In-country and overseas Satellite Centres/Subcontractors or Third parties must have approval through CMI Partner Connect in the first instance. This procedure sets out the approval procedure that is required.

Approval to operate outside of the Primary Centre is programme/qualification and location-specific.

Regulatory/ Policy Requirements

This Procedure meets the regulatory requirements set out by our regulators: Ofqual, CCEA Regulations, Qualifications Wales, and Qualifications Scotland Accreditation.

[Ofqual - General Conditions of Recognition](#)

[Qualifications Wales - Standard Conditions of Recognition](#)

[CCEA Regulation - General Conditions of Recognition](#)

[Qualifications Scotland Accreditation - Regulatory Principles \(2021\)](#)

Regulator or Relevant Regulatory Body	Reference Details	Legislation/Regulatory Reference
Ofqual	General Conditions of Recognition	Condition No: C2 Arrangements with Centres
Qualifications Wales	Standard Conditions of Recognition	Condition No: C2 Arrangements with Centres
CCEA Regulation	General Conditions of Recognition	Condition No: C2 Arrangements with Centres
Qualifications Scotland Accreditation	Regulation Principles 2021	Principle 13. The awarding body and its providers must ensure that they have systems and processes which ensure the quality assurance of accredited qualifications

Definitions

CMI Centres may wish to extend their CMI approval to multiple delivery locations in-country or overseas, or to work with third parties where delivery is at a Satellite Centre in-country* or overseas. Third-party arrangements cover a range of business models, including subcontracting, partnership and franchise relationships. Definitions can be found below:

***In Country:** Within the same Country that the Primary Centre is located/registered.

Satellite Centre: A Satellite Centre is a facility/location/Centre that forms part of the same legal entity as the principal (main) Centre but can be situated at a different geographical location. Despite this physical separation, it operates fully under the same quality management system as the main Centre. The Satellite Centre is subject to the same level of control, governance, and risk management, thereby ensuring uniformity in operational procedures, compliance requirements, and quality assurance practices. This applies consistently across both domestic United Kingdom (UK) and international contexts.

Subcontract Centre/Third Party: A Subcontract Centre refers to an external organisation with which the primary CMI Centre has entered into a formal agreement, such as a subcontract, Transnational Education (TNE) partnership, or joint venture, to undertake specific responsibilities. These delegated functions may include, but are not limited to, marketing, learner recruitment, programme delivery, or assessment of qualifications or services at a designated location.

In contrast to a Satellite Centre, a Subcontract Centre operates under separate ownership and may function independently of the CMI Centre's internal quality management system. As such, additional monitoring and oversight mechanisms may be required to ensure alignment with CMI's standards and expectations. Agents, distributors and licensees acting on behalf of the Primary Centre will be assessed as to whether they are a Satellite Centre on a case-by-case basis. All agents, distributors and licensees will be required to show that they have the necessary public, regulatory and statutory approvals. If the satellite or multisite is in a country other than the one where the main centre is, a trading licence for that country will be required.

Note - All satellite Centres and Subcontract Centres/Third Parties will be issued their own unique CMI Centre (C) number.

Flying Faculty: A flying faculty refers to staff who are employed by a CMI Centre in one country but travel periodically to another country to deliver teaching, assessment, and other CMI activities to learners enrolled on the CMI's programmes delivered overseas.

The arrangement is common in transnational education (TNE) partnerships, where the host overseas organisation/institution provides facilities and local support, but the delivery, assessment, quality assurance and administration are primarily undertaken by staff from the main CMI Centre. Flying faculty activities/visits are typically short-term and scheduled at intervals during any given period of the year, ensuring that learners receive direct instruction from the main CMI Centre while remaining in their country of study.

Note - *Where a flying faculty approach is to be used by a CMI Centre, they will not be required to complete the CMI Satellite Centre or Subcontract Centre/Third Party application process within CMI Partner Connect. However, they must inform their CMI Quality Manager before delivery takes place. In addition, if applicable, the Centre will be required to show that they have the necessary public, regulatory, statutory, and business approvals for the country where they are delivering.*

CMI Centres outside of the United Kingdom (UK) - To ensure that CMI Centres meet our rigorous, transparent governance, quality assurance, and financial standards, any Satellite Centre, Subcontract Centre/Third Party application where the Centre is based outside of the UK will be required to provide evidence of the legal/business entity. In addition, all international higher education partners are required to provide evidence that their programmes are formally recognised on the relevant national qualifications regulatory framework.

Evidence may include - National business/corporate registry of the country where the Centre operates. Many countries have public corporate registries, equivalent to the [UK's Companies House](#), that confirm:

- Business registration number
- Legal name
- Date of incorporation

- Registered office address
- Directors/owners
- National Ministry of Education or National Qualifications Authority.

All evidence must be obtained from authoritative sources, verifiable, and current at the time of submission.

In addition to the above requirements, the Primary Centre is required to take responsibility to ensure that all local legislative/statutory/public regulatory requirements (in any country of operation) are fully met by the requested Satellite Centres, Subcontracted Centres or Third Party Organisations for which they are making an application.

The criteria for a Primary Centre applying for approval for a Satellite Centre (in Country) / Satellite centre (Overseas) or Subcontract Centre / Third Party are that the Primary Centre must meet the following requirements :

- Ensure that the Satellite Centre (in Country)/Satellite centre (Overseas) or Subcontract Centre/Third Party is located in a country which the Foreign and Commonwealth Office recommend travel to and CMI has deemed as fit for travel to.
- Have held CMI approval for a period of at least 12 months and must have a good record of compliance.
- Have had no Level 2 sanctions (or above) in the last 12 months.
- Ensure that the Satellite Centre (in Country) / Satellite centre (Overseas) or Subcontract Centre/Third Party assess in English.

For Higher Education (HE) Satellite centres, in addition to the above, the following requirements must be met:

- Ensure that the qualification is being delivered to the same specification as it would be in the Primary Centre. Any dual accreditation mapping being used is aligned and updated in accordance with the Primary Centre provision.
- Ensure that programme content (for mapping purposes) is in English.
- Where there are differences from the Primary Centre and Satellite Centres provision a new mapping request is required.

Application Processes

CMI will support a Centre with an appropriate application through CMI Partner Connect. The types of applications are :

- Satellite Centre (In-Country)
- Satellite Centre (Overseas)
- Subcontract Centre/Third Party

To make an application, please apply through CMI Partner Connect using the **Satellite Centre or Subcontract Centre/Third Party Application** form.

The Regulatory Agreement between CMI and the Primary Centre will apply to the Satellite Centre / Subcontract Centre/Third Party (see obligations outlined in the CMI Centre Regulatory Agreement). The Primary Centre must monitor the Satellite Centre, Subcontract Centre/Third Party regularly, and records of

quality assurance monitoring and quality processes should be approved, maintained and made available for CMI Quality Assurance Activities. * *This will be audited during the Quality Assurance Activity with the Primary Centre.*

CMI reserves the right to have access to the written agreement (contract) between the Primary Centre and the Satellite Centre / Subcontract Centre / Third Party.

Note: *It would be good practice for the Primary Centre to identify learners from the Satellite Centre, Subcontract Centre / Third Party as separate registration cohorts and distinguish them from the Primary site through the use of separate claims when making requests for moderation/markings to CMI.*

Monitoring, Governance and Review of Third Parties and Subcontractors

Primary Centres' responsibilities for Third Parties and Subcontractors oversight:

- Implement and maintain an effective system for the management of all Third Party and subcontracted services and any Satellite Centres affiliated to the CMI Centre, and ensure that all policies and requirements referred to in this agreement apply to these third parties and subcontractors.
- Ensure that where a partnership arrangement exists, the respective roles and responsibilities are documented and made available to the Awarding Organisation as required.
- Have in place agreements with third parties and sub-contractors to ensure that all policies and requirements referred to in this agreement are enforceable with third parties and sub-contractors.
- Ensure it has effective communication systems in place with third parties and sub-contractors to keep them up to date with the requirements of the Awarding Organisation and the Regulatory Authorities.

Centres should refer to the CMI Centre Handbook and CMI Quality Assurance Manual for further guidance. These can be accessed through the [CMI Policies Page](#).

Monitoring and Review

This procedure will be reviewed in line with CMI's Document Control Policy.