

Step-by-Step guide to becoming an approved centre

- Step 1** Register for our Accreditation and Employer Services on our website at www.ncfe.org.uk/accreditation-services
- Step 2** Fill in our online application form to become a new centre with us. You will receive an acknowledgement that we have received your form.
- Step 3** Our Approvals team will send your application to our Finance team for a credit check within **24 hours**.
- Step 4** You will be allocated an External Quality Assurer who will visit your centre and make sure you meet our approval criteria within 10 working days of the application being received.
Fees – An Initial Application fee of £500 applies
- Step 5** Qualification review - We aim to provide feedback regarding the qualification review within 15 working days of receiving the application.
Fees – If your qualification is Level 4 or above these review fees apply - £500 for 1-5 units, £750 for 6-10 units, £1000 for 11-15 units, £1250 for 16-20 units, £1500 for 20+ units.
- Step 6** Approval Decision - If you are given a conditional approval, the EQA will provide feedback and an action plan. If you are approved unconditionally then you become an Approved NCFE or CACHE centre.
Fees – Annual Accreditation Fee of £2000 applies.
- Step 7** The qualification reviewer will let us know if your qualification is fit for approval. If it is not, feedback will be provided and you have **3 months** to resubmit your course before you will need to start the process from the beginning.
- Step 8** If your course is fit for approval we will let you know, and set up your new bespoke qualification up on our system.