



Institute of Animal Technology

Accreditation of Centres

Centre Accreditation Guidance Notes

Introduction:

Centres wishing to act as educational providers need to be accredited with the IAT to ensure that the Centre delivering the courses conforms to the regulatory criteria. Centre approval is the process through which a Centre wishing to offer the IAT qualifications is confirmed as being able to maintain the required quality and consistency of assessment and comply with other expectations of the Awarding Organisation. Contact the IAT via email for further information and assistance on your application.

Preparation by the Centre:

1. Appoint a Programme Leader to the Centre who will take overall responsibility for the course and staff. This person will be the main contact for receiving the certificates and notification of performance certificates and for any issues relating to the Centre and its activities.
2. If there are to be any additional sites where the course is to be taught and assessed the site leader will need to be identified.

Assessors (those who assess the learners work and who are responsible for judging if learners have achieved the Learning Outcomes and Assessment Criteria) need to be appointed and internal verifiers also appointed to each Centre (those who check that the assessors have judged the assessments fairly). Both the Assessors and Internal Verifiers must be either qualified or be studying for an approved teaching qualification. Evidence must be available at time of application.

3. A Centre file needs to be set up for the IAT to check on visits to the Centre including:
 - Policies and procedures must be prepared
 - Procedures to support learners (induction programmes, tutorial support)
 - Special needs procedures
 - Effective management structures and procedures
 - Effective management policies
 - Effective methods of communication (proposed methods of communication e.g. email, telephone etc.)
 - Equal opportunities appeals policy
 - Health & safety
 - Student handbook or charter
 - IAT policies

All the Policies and Procedures for the Centre must ensure that there is no discrimination on grounds of sex, marital status, sexual orientation, race, colour, nationality, creed or religious belief, ethnicity, age and disability. Qualifications/training/experience of staff including:

- CPD records
- Teaching methods and materials
- Organisation flow chart
- Student
- Assessment year planner (units offered, name of assessor, dates for assignments to be handed out and collected)
- Scheme of work (year planner of units for year/what is being delivered and when)
- Internal Verification
- Strategy and plan

5. Teaching material will need to be prepared according to the IAT Syllabus.
6. Assessments to be prepared to cover all the learning outcomes within the units of the qualification to be assessed within the syllabus.
7. Once the Centre has been approved and accredited a unique number will be applied to it. The Centre will make available the central file to the IAT on request and will be reaccredited every 3 years if the terms and conditions continue to be met by the Centre.



Accreditation of Centres

Section A		MAIN CENTRE DETAILS	
Centre name			
Postal address			
Registered Address			
Programme leader (person who is responsible for course and staff)			
Phone number			
Email address			

ADDITIONAL SITE DETAILS, PLEASE COMPLETE APPENDIX A ATTACHED TO THE BACK OF THIS POLICY.

Section B	QUALIFICATIONS BEING ASSESSED
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IAT Level 2 Diploma in Laboratory Animal Husbandry 600/0559/0		
Units	Assessor/Tutor	Internal Verifier
Laboratory animal housing and routines (F/602/5879)		
The production of laboratory animals (T/602/5880)		
Laboratory animal nutrition (A/602/5881)		
Laboratory animal health and husbandry (J602/5883)		
Introduction to laboratory animal facility ethics (L/615/1145)		
Introduction to laboratory animal facility legislation (Y/615/1147)		
Laboratory animal health and husbandry (J/602/5883)		

IAT Level 2 Diploma in Laboratory Animal Science and Technology 600/0558/0		
Units	Assessor/Tutor	Internal Verifier
Laboratory animal housing and routines (F/602/5879)		
The production of laboratory animals (T/602/5880)		
Laboratory animal nutrition (A/602/5881)		
Laboratory animal health and husbandry (J602/5883)		
Introduction to laboratory animal facility ethics (L/615/1145)		
Introduction to laboratory animal facility legislation (Y/615/1147)		
Laboratory animal health and husbandry (J/602/5883)		
Laboratory animal biology (Y/602/6049)		
Animal facility physical science (L/602/6050)		
Numeracy for animal technologists (D/602/6053)		
Communication for animal technologists (Y/602/6052)		
Information Communication Technology for animal technologists (R/602/6051)		

IAT Level 3 Diploma in Laboratory Animal Science and Technology		
Units	Assessor/Tutor	Internal Verifier
Housing and biosecurity barriers in laboratory animal facilities (A/602/5976)		
Disease control (M/602/6039)		
Laboratory animal welfare (H/602/6040)		
Management of breeding colonies (K/602/6041)		
The use of genetically altered animals in research (M/602/6042)		
Scientific procedures (T/602/6043)		
Ethics (H/615/1149)		
Laboratory animal facility legislation (Y/615/1150)		
Animal transportation (J/602/6046)		
Animal cell biology (L/602/6047)		
Laboratory animal physiology (R/602/6048)		



Section C	
CENTRE RESOURCES	
List of Assessors (Tutors) units taught	Evidence / qualification
List of Internal Verifiers units verified	Evidence / qualification
Learner support	Evidence
Procedures to support learners (including teaching, induction programmes, tutorial support)	
Procedures to support learners with special needs	
Management	
Effective management structures and procedures	
Effective management policies	
Effective communication	
Quality assurance	
Policies and procedures for: quality assurance; equal opportunities monitoring; health and safety; appeals and staff development	
The quality and fairness of assessment is systematically reviewed and monitored	
Centre resources	
Qualifications/training/experience of staff	
Teaching materials and methods	

Facilities to appropriately assess the aims and learning objectives	
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Centres who do not choose to use IAT policies should provide their own in accordance to IAT standards.

Please code each piece of evidence listed above with a sequential number and submit in order with this form.



Centre Agreement

Centres should have effective procedures and policies for ensuring that qualifications do not discriminate on grounds of sex, marital status, sexual orientation, race, colour, nationality, creed, or religious belief, ethnic or national origins, age and disability.

Centres should have effective procedures for resolving learners' complaints and appeals, without fear of disadvantage and in the knowledge that privacy and confidentiality will be respected.

Centres should have effective quality assurance policies and procedures.

Centres should ensure that their procedures are fair and decisions are reasonable and have due regard to any applicable law.

Policies and procedures should be published, clearly available and issued to the learners.

I agree the Centre will co-operate with the Institute of Animal Technology and will take all reasonable steps to ensure that the awarding organisation remains able to comply with its Conditions of Recognition. I understand that Centre approval is subject to review, and if quality is not maintained approval may be withdrawn.

I understand that approval of a qualification by the Institute of Animal Technology does not imply or guarantee that it will be supported by public funding bodies.

I confirm that we will regularly monitor, review and evaluate our operations and retain a workforce of appropriate size and competence to undertake the delivery of the qualification as required by the awarding organisation; including sufficient managerial and other resources to enable the effective and efficient delivery of the qualification as required by the awarding organisation.

I confirm that information supplied to the Institute of Animal Technology will be complete and accurate. I confirm that we will implement the agreed equal opportunities access and fair assessment policies and procedures and abide by the relevant Equalities Law.

I confirm that the assessment procedure will be open, fair and free from bias.

I confirm that queries about qualification specifications, assessment guidance or related awarding organisation information will be resolved and recorded.

I confirm that we will allow access of Institute of Animal Technology officials to any materials, records, information or documents associated with the delivery of the qualification(s).

I confirm that the Institute of Animal Technology will be notified of any changes, which may affect the Centre's ability to meet the approved Centre criteria.

I confirm the Centre will retain a copy of the learner's assessment and internal verification records for a period of five years.

I agree to follow the specified process to be followed in any withdrawal of the Centre (whether voluntary or not) from our role in delivering IAT qualifications and agree to take all reasonable steps to protect the interests of learners in the case of such a withdrawal.

I am aware of the IAT sanctions policy to be applied in the event that the Centre fails to comply with these requirements.

A Centre must not, by means of any act or omission which has or is likely to have an Adverse Effect, render itself unsuitable to continue to be recognised for the award of a relevant qualification.

For these purposes, an act or omission may include in particular one which results in the Centre –

- (a) being convicted of a criminal offence
- (b) being held by a court or any professional, regulatory, or government body to have breached any provision of Competition Law, Equalities Law, or Data Protection Law
- (c) being held by a court or any professional, regulatory, or government body to have breached a provision of any other legislation or any regulatory obligation to which it is subject, or
- (d) becoming insolvent or subject to corporate financial restructuring

This submission will last 3 years from date of Approval letter from the IAT. A new application will be required after 3 years.

Signature

Print Name and Position in Centre

Date

ONCE COMPLETED PLEASE RETURN TO:

Institute of Animal Technology
5 South Parade
Summertown
Oxford
OX2 7JL

Appendix A

MAIN CENTRE DETAILS	
Centre name	
Centre address	
ADDITIONAL SITES	
Site name	
Site address	
Site leader	
Phone number	
Fax number	
Email address	

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Signature

Print Name and Position in Centre

Date

ONCE COMPLETED PLEASE RETURN TO:

Institute of Animal Technology
 5 South Parade
 Summertown
 Oxford
 OX2 7J