

## CENTRE UPDATE FORM (UK Centres)

This form should only be used if your organisation already has centre approval and has entered candidates for RSPH/RSH/RIPH qualifications since January 2007.

1.1 Name of Centre

Centre Number

1.2 Address

Post Code

Telephone

Fax

Email

Website

1.3 Centre Type Code (Tick One). Please refer to the Procedures document.

1  2  3  4  5  6  7  8  9  10  11  12  13

1.4 Name of Contact

Position

Telephone

Email

This person is accountable to RSPH for the quality assurance and management of the RSPH qualification(s). If a different person will be responsible for the receipt of examinations and communications, please give details below.

1.5 Name of Contact

Position

Telephone

Email

RSPH must be informed of the name and contact details of anybody who replaces these people.

For Society Use Only

Date Received

Date Approved

Centre Number

EO Initials

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### 2 Criteria for Centre Approval

In the boxes below tick to confirm that each criterion has been met. Please note that RSPH reserves the right to audit compliance with any of these clauses.

Criterion	<input checked="" type="checkbox"/>	
2.1 The centre has Quality Assurance systems to ensure consistency of standards across all aspects of the centre's provision, and ensures active involvement of students/trainees in the QA procedures.	<input type="checkbox"/>	
2.2 The centre has procedures to ensure that it uses appropriate facilities for the delivery and assessment of RSPH qualifications, and that such facilities allow access for all students/trainees. The centre will ensure that any facilities used for delivery and assessment not at the main address of the centre will be of the same or equivalent standard.	<input type="checkbox"/>	
2.3 The centre has secure arrangements for the safe-keeping of examination and assessment materials and student/trainee records.	<input type="checkbox"/>	
2.4 The centre has documented procedures for student/trainee appeals in the event that: students/trainees are dissatisfied with the quality of provision at the centre; students/trainees disagree with assessment decisions made by the centre; students/trainees disagree with a decision by the centre not to support an enquiry or appeal to the Awarding Body.	<input type="checkbox"/>	
2.5 The centre has a commitment to equality of opportunity and health and safety. Policies relating to these are applicable to all sites and individuals used for the delivery of RSPH qualifications.	<input type="checkbox"/>	
2.6 If the centre is in partnership with another organisation for the delivery of RSPH qualifications, the respective roles, responsibilities and accountabilities of each partner are clearly specified, and there are clear lines of communication between the partner organisations.	<input type="checkbox"/>	

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### 5 Declaration

I confirm that the information provided in support of this application is correct and current and that I will notify The Royal Society for Public Health immediately if there are changes to any of this information.

I agree that this centre will ensure that:

- It will maintain the quality of RSPH qualifications at a level acceptable to RSPH;
- It will comply at all times with the assessment procedures and regulations specified by RSPH or relevant regulatory authorities;
- All sums due to RSPH will be paid within the time specified by RSPH;
- It will ensure that the identity of all candidates for RSPH qualifications is verified;
- Material submitted for assessment is the student's/trainee's own work;
- It is aware of RSPH's enquiries and appeals processes;
- RSPH is informed in good time of any requirement for reasonable adjustments or special consideration;
- Any cases of suspected malpractice by staff, students or trainees are reported to RSPH and the centre will cooperate fully with any investigation into allegations of malpractice;
- The centre, its partners, employees or contractors working in its name will not do anything which, in the view of RSPH, could jeopardise the integrity of RSPH qualifications, the recognition of RSPH by regulatory authorities or the reputation of RSPH;
- RSPH staff and/or regulatory authorities are provided upon request with access to centre premises, relevant records, RSPH assessment materials and assessment events promptly and without fee or charge;
- The organisation will cooperate fully with the monitoring activities and data requirements of RSPH and will pay any costs incurred by the RSPH.

I accept that:

- Approval is subject to review by RSPH and that it can be withdrawn with immediate effect if in the view of RSPH this organisation fails to comply with any of these conditions;
- In the event of withdrawal of approval by RSPH any fees paid to RSPH will not be returned and any due to RSPH will be paid immediately;
- RSPH qualifications will not be offered, provided or assessed outside the UK and Channel Islands unless specific approval has been given by RSPH Qualifications.

I confirm that I have the authority to accept on behalf of my organisation the terms and conditions specified by RSPH.

Please send this form to:  
centreapproval@rsph.org.uk

Or by post to  
Centre Approvals, RSPH  
Qualifications, 3rd Floor  
Market Towers,  
1 Nine Elms Lane, London  
SW8 5NQ,  
United Kingdom

You should retain a copy of  
the form for your records.

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_