

- Leadership
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Maintained Qualification Centre Status Policy



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The scope of this policy

This policy gives guidance on the process centres must follow to retain their approval as a Leadership Skills Foundation qualification centre for a given academic year (i.e. 1 August to 31 July). This is relevant for centres who have no plans to register new qualification courses with the Leadership Skills Foundation during this period.

Once a centre has been given 'maintained status' they will not be subject to the minimum spend for that academic year but will still remain in agreement with the Leadership Skills Foundation Qualification Centre Terms and Conditions.

The responsibilities of the centre

The centre should take all reasonable steps to ensure all centre staff involved in the management, administration, delivery, assessment and quality assurance of our qualifications are made aware of this policy, its contents and the possible implications on the centre if maintained centre status is given.

How a centre notifies the Leadership Skills Foundation of intention to maintain

When a centre wants to maintain as a Leadership Skills Foundation qualification centre, the centre must notify the Leadership Skills Foundation through the [Maintained Qualification Centre Form](#). No other formats will be accepted.

Deadlines for applying for maintained qualification centre status

Centres must inform the Leadership Skills Foundation by 31 October should they wish to become a maintained centre for the current academic year.

For example, should a centre wish to become a maintained centre for the 2023/24 academic year, they must inform the Leadership Skills Foundation by 31 October 2023.

The Leadership Skills Foundation will then:

- confirm receipt of the notification within five working days of the form being submitted by the centre;
- raise an invoice for a maintained centre administration fee and any other outstanding fees in line with the Qualification Centre Terms and Conditions;
- change the centre status to a maintained centre status for the given academic year and remove the obligation for the centre to meet the minimum spend for that academic year.

During the period of maintained centre status

By maintained centre status being granted the centre will no longer be subject to the minimum spend clause in the Qualification Centre Terms and Conditions during the academic year the status applies to. The centre will not be able to deliver Leadership Skills Foundation qualifications during this period without them being approved by a member of the team.

All other clauses in the Qualification Centre Terms and Conditions remain in force.

Being a maintained centre for two consecutive academic years

A centre can be given maintained centre status for a maximum of two consecutive years. Any centre intending to have maintained centre status for a second year must notify the Leadership Skills Foundation by the 31 October of that academic year.

Notification must be given through the [Maintained Qualification Centre Form](#).

This will not be automatically processed by the Leadership Skills Foundation for the centre without notification.

Automatic return to being an active qualification centre

At the end of the academic year (31 July) that the centre has maintained centre status for, the centre will return to an active qualification centre status and will be subject to all clauses of the Qualification Centre Terms and Conditions, most notably those that refer to minimum spend and the associated Minimum Spend Policy.

If a centre does not wish to continue as an approved centre with the Leadership Skills Foundation, the centre can withdraw by following the Qualification Centre Withdrawal Policy.

Reinstating active centre status early

Should a centre with maintained qualification centre status wish to be reinstated as an active centre prior to the end of the academic year in which the status ends, they can do this by applying to deliver a qualification course with the Leadership Skills Foundation. This will then be approved by a member of the team and the centre will be made an active centre (i.e. their maintained centre status will be removed).

The centre will be subject to all clauses of the Qualification Centre Terms and Conditions, most notably those that refer to minimum spend and the associated Minimum Spend Policy.

Policy review arrangements

The Leadership Skills Foundation will review the policy as part of our self-evaluation arrangements and revise it as and when necessary in response to centre, learner/delegate and third party feedback or requests from, or good practice guidance issued by, the regulatory authorities

Contact us

If you would like to feedback any views, please contact the Leadership Skills Foundation via policies@leadershipskillsfoundation.org or in writing to the Leadership Skills Foundation, Loughton Lodge, Bradwell Road, Milton Keynes, MK8 9LA.

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