



7 steps to assessment centre approval

A practical roadmap for building credible evidence and fair, consistent systems

1



Confirm the approval route

Identify the awarding organisation, the qualifications you need, and who owns the application.

2



Define your assessment offer

Set out learner numbers, delivery locations and employer involvement, matched to real capacity.

3



Appoint competent assessors and IQAs

Match staff to qualification requirements and keep an accurate competence and CPD matrix.

4



Build your quality assurance system

Assessment plan, IQA sampling strategy, standardisation and clear policies for appeals and malpractice.

5



Prepare your evidence

Organise a labelled pack adapted to your actual delivery context, not generic templates.

6



Check resources, security and support

Confirm equipment, evidence security, retention rules and reasonable adjustments for every learner.

7



Treat approval as day one

Hold early reviews, respond to feedback with clear ownership, and keep records current from the start.