



---

# Unit Award Scheme

---

## Centre Registration Form

---

Please save this form onto your own device before editing it, or your changes will not be saved.

This registration form is an editable PDF so it can be completed electronically including digital signatures. Alternatively, you can complete everything except the signature, print it out, manually sign it and email it to us. A Word version of the form is available upon request.

### Name of centre

### National centre number\*

*(number allocated to centres that offer qualifications)*

### Local Authority/DfE number

*(if you have one)*

### Ofsted URN *(if applicable)*

\*If your centre doesn't have a national centre number, UAS will issue one once your registration is complete.

### Please note:

- **Your Head of Centre must sign the Terms of Business before this form is submitted to UAS**
- **For centres with no NCN/DfE number or Ofsted URN), you will need to provide two referees on page 5**
- **Once registration with UAS is approved, the one-off registration fee will be charged**
- **All centres must send us a copy of their safeguarding policies alongside this form**

This form is for applying to join the Unit Award Scheme only; it will not give you access to AQA qualifications. To find out about registering to offer AQA qualifications, please contact please contact [centreapproval@aqa.org.uk](mailto:centreapproval@aqa.org.uk)

---

## Section 1: Centre details *(All centres to complete this section)*

Centre name

Centre name to be printed  
on certificates *(if different)*

Address of centre *(This is where the certificates will be sent)*

Main tel	Main Email	Postcode
Website		
<b>Type of centre</b> <i>(Tick only one)</i>		
<input type="checkbox"/> Secondary comprehensive		<input type="checkbox"/> Academy
<input type="checkbox"/> Secondary selective		<input type="checkbox"/> Independent/private school
<input type="checkbox"/> Free school		<input type="checkbox"/> Special school (SEN/SEMH)
<input type="checkbox"/> Alternative provision/PRU		<input type="checkbox"/> 6th form college
<input type="checkbox"/> Further education establishment		<input type="checkbox"/> Community group (including CICs)
<input type="checkbox"/> Charity		<input type="checkbox"/> Residential care home
<input type="checkbox"/> Prison/Youth Offending Team		<input type="checkbox"/> Commercial business
<input type="checkbox"/> Youth Service		<input type="checkbox"/> Training centre
<input type="checkbox"/> Other (please specify):		

**Age range of students who will be using UAS** *(Tick all that apply)*

5-11       11-14       14-16       16-25       25+

**Is your centre part of a wider organisation?**      Yes      No

If yes, please give name:

**Do you offer recognition of achievement through other organisations?**      Yes      No

If yes, please give name of awarding body:

---

## Please tell us how you heard about UAS

Recommendation

Previous experience

Internet search/social media

Education event/conference

AQA (website, Curriculum Connect, etc)

Other

## Head of centre details

Name

Email address

## Main UAS Coordinator details

Title

Name

Email

Tel

Position

*Once you are registered, you can add an additional coordinator onto your centre via our self serve functionality. We will provide information on how to do this in our new centre training.*

## Section 2: Training *(All centres to complete this section)*

It is a requirement of registration approval that the person who will be the lead UAS coordinator at your centre attends one of our full New Centre Training sessions.

As we have limited places on the live training events, we have provision for one coordinator per centre. Once the lead coordinator has completed the training they will then be able to arrange training for an additional coordinator. Instructions on adding additional coordinators will be provided in the New Centre Training session.

Please enter the date the main coordinator would like to attend training. The training dates can be found at: <https://www.aqa.org.uk/programmes/unit-award-scheme/join>

### Please complete either (a) or (b) below:

a) To claim exemption from training, please give previous centre details:

Centre name and number

Dates of involvement

**OR**

b) Please enter the date the main coordinator would like to attend training.  
The training dates can be found on our website.

Date of training

---

### Section 3: Intended use of UAS *(All centres to complete this section)*

Please outline briefly how you are planning to use the scheme and why a non-qualification recognition of achievement scheme is suitable for your students. **Please note, UAS is not a qualification.**

**Please indicate the academic year you intend to start using UAS:**

**Please estimate the number of students using UAS in the first academic year:**

**Please indicate the curriculum area(s) you are most likely to use:** *(Tick all that apply)*

- |   |  |
|---|--|
| Maths   | English  |
| Science   | Modern foreign languages   |
| Geography   | History  |
| ICT and/or Computer Science   | Religious Studies  |
| Creative arts (including art drama, media studies, music)                     | D&T (including food, childcare, engineering, health & social care)     |
| PE and sport  | PSHE and/or citizenship  |
| Life skills   | Work-related learning/vocational skills                                |
| Community work and volunteering   | Outdoor education, eg bushcraft  |
| Hobbies, leisure and recreation activities (including animal care, gardening) | Alternative communication (eg Braille eye gaze, responding to stimuli) |
| Other (please specify):   |  |

---

## Section 4: Centre check *(For centres with no NCN/DfE number or Ofsted URN)*

### Referees

Please supply **two referees** who can give a reference about your **centre's education provision**.

**Referees cannot be employed by your centre** and ideally should be in a senior position within an organisation that has professional links with your centre. Reference request forms must be returned to us from a professional, non-generic (gmail/yahoo etc.), email address.

*Please check beforehand that each referee is happy to provide a reference.*

#### Referee 1

Name

Position

Organisation

Address

Postcode

Tel

Email

#### Referee 2

Name

Position

Organisation

Address

Postcode

Tel

Email

### Safeguarding policy

Please provide us with a copy of your safeguarding policy when you email your registration form over to UAS.

---

## Section 5: UAS credit assessment form

*(Complete this section if your centre is not already registered with AQA for qualifications)*

### Centre name\*

*(\*this should be the same as the centre name given on page 1)*

### Centre address\*

*(\*this should be the same as the centre address given on page 2)*

Head of centre	Estimated number of students in first academic year
----------------	---

**Does your centre receive 100% government funding?**    Yes                      No\*

\*Percentage of funding received from the government (if not 100%)

\*Value of funding received from the government (if not 100%)

\*Please outline where the remaining funds are raised from if centre is not 100% funded by the government. State whether or not this funding is guaranteed on an annual basis.

**Is your organisation registered with Companies House?**    Yes\*                      No

\*Company registration number

\*Name of company registered

\*Address of company registered

*(if different from centre address given above)*

\*Owner's name *(if individual or partnership)*

**Are you a registered charity?**    Yes\*                      No

\*Charity registration number

**\*Invoice name and address**

*(this is for our finance team)*

\*

**\*Finance tel**

**\*Finance email**

---

## Section 6: Terms of business *(All centres to complete this section)*

I confirm that:

- the information on this form is true and accurate and that the centre will comply with AQA's requirements, including those set out in any guidance or training documentation, for the operation of the UAS
- the way in which a unit is used will provide, for each individual student, a course which will facilitate both coherence and progression
- all those delivering units are or will be appropriately qualified or trained to do so
- any unit submitted for validation will represent a valid and worthwhile educational experience and will have been pre-validated by the centre's pre-validating committee. The unit will not contain reference to the centres name within the title or the content
- the centre will not use the AQA logo in any of its published/electronic materials or on its website
- the units will only be used by the centre for its own students and will not be provided or made available in any way to any third party
- the centre may only refer to being a centre registered to use AQA's UAS validated units and will not in any way, directly or indirectly, claim to be in any other way associated with or accredited by AQA, nor shall it give the impression that the units in any way comprise, or contribute towards, any qualification.

I hereby agree to grant to AQA a perpetual, irrevocable, royalty-free licence to use and make this centre's units available, in paper form or electronically, to other interested parties in the educational sector for use by them.

The centre agrees to pay the published AQA Unit Award Scheme fees.

The centre also agrees to inform AQA as soon as possible of any change in its circumstances which would affect its ability to operate the UAS in accordance with AQA's requirements or to meet its financial obligations to AQA.

I give AQA permission to verify our centre details with any credit risk agency and if any information I have provided is false or inaccurate, I understand that this may result in cancellation of my application or deregistration if a centre number has been issued.

I understand and agree AQA payment terms of 30 days from the date of invoice and will advise of any disputes within 14 days from receipt of invoice. (These terms supersede any future customer terms received) and that:

- all payments for services and examinations must be paid in Sterling (GBP)
- refunds including credit notes will only be paid in Sterling (GBP)
- all bank charges payable for payments made outside the UK will be deducted from the

AQA shall be entitled to terminate the centre registration (and therefore right to use the units) with immediate effect in the event of any breach of these terms and conditions.

**Signature of Head of centre**

**Date**

**Signature of UAS Coordinator**

**Date**

AQA cannot accept a typed name in replacement of a digital signature.

AQA do accept Adobe verified, date stamped, digital signatures. Alternatively, please feel free to print this page, hand sign it and then either add it to this PDF or email it separately.

Please email the completed form to: [uasregistration@aqa.org.uk](mailto:uasregistration@aqa.org.uk)