

ABMA Education Annual Centre Monitoring and Thematic Reviews



What Will The Annual Centre Monitoring Report Consist Of?

You will be invited to complete an online questionnaire consisting of a few short questions.

We will write to you separately with details of how you will be able to access this questionnaire.

Why Is ABMA Education Asking Centres To Complete An Annual Centre Monitoring Report?

Item 5.5.1 of the ABMA Education Centre Agreement states:

You will maintain a workforce, sufficient in number and with the appropriate qualifications to provide teaching at each level of each qualification, ensure that all staff members have the right background and skills to be able to deliver the Qualification(s) and Award(s).

We therefore need to assure ourselves that new and existing teaching staff have the requisite qualifications and experience needed to deliver ABMA Education qualifications.

What Is The Thematic Review?

The Thematic Review will look at an item from the ABMA Education Centre Agreement and will ask how your centre fulfils the requirements of that item.

What Will The Thematic Review Consist Of?

You will be invited to complete an online questionnaire and you may be asked to evidence how your centre meets one or several requirement(s) of the ABMA Education Centre Agreement.

For example, Item 5.9.6 on the ABMA Education Centre Agreement states that:

You will ensure that you have the appropriate level of financial, technical and staffing resources and systems necessary to allow the supply of our Qualification(s) and/or Award(s).

We may ask you how you ensure that you have the appropriate level of financial, technical and staffing resources and systems necessary.

Depending on your centre's response, you may or may not be issued follow-up questions.

Why Is ABMA Education Asking Centres to Complete A Thematic Review?

Item 1.2 of the ABMA Education Centre Agreement states:

To offer these Qualifications and Awards to learners, you will be required to adhere to certain terms and conditions which are articulated under this Agreement.

We therefore need to assure ourselves that centres are complying with our requirements as outlined in the ABMA Education Centre Agreement.

How Long Will Centres Get to Complete These Reports?

Annual Centre Monitoring Report

You will be given a 6 week window to complete and submit the report.

Thematic Review

If your centre is selected to participate in the Thematic Review, you will be asked to complete this alongside the Annual Centre Monitoring Report.

You will be given a 6 week window to complete and submit the report.

What Happens When A Centre Submits Its Report?

When we have received your centre's Annual Centre Monitoring Report and, where applicable, the Thematic Report, upon a satisfactory review, we will then issue you your ABMA Education Centre Recognition Certificate.

What Will Happen if Centres Do Not Complete These Reports?

Centres are reminded of Item 5.3.2. of the ABMA Education Centre Agreement which states:

You will comply with any request we make for information, data or documents available for inspection by ABMA.

If a centre fails to submit either of these reports we will not issue its ABMA Education Centre Recognition Certificate. We may also impose Sanctions including the removal of centre recognition.

When Will This Process Be Implemented?

We will be implementing this process in the coming weeks. We will contact you with details of how to access the online questionnaires, including the window for when the reports need to be submitted by, in due course.