



# SELF-EVALUATION CHECKLIST

## PLEASE TICK TO CONFIRM THAT YOUR CENTRE:

- |  |   |
|--|---|
| <input type="checkbox"/> will have clearly stated aims, policies and procedures in relation to becoming an IMI approved centre   | <input type="checkbox"/> will keep relevant assessment and candidate records, for the minimum specified amount of time and make these available to the IMI upon request   |
| <input type="checkbox"/> will have a suitable documented quality management system in place with the roles, responsibilities and accountabilities of centre personnel clearly defined and understood   | <input type="checkbox"/> will have an appropriate internal quality assurance arrangement in place to ensure the effective and efficient delivery of the approved Qualifications, Accreditations or Quality Assured Programmes |
| <input type="checkbox"/> will have the necessary level of staff, resources and systems in place to support the delivery and assessment of the approved IMI Qualifications, Accreditations and Quality Assured Programmes, specifying a single named point of accountability    | <input type="checkbox"/> will have a suitable internal quality assurance strategy and that the roles, responsibilities and accountabilities of the quality assurance team are clearly defined and understood                  |
| <input type="checkbox"/> will have appropriate arrangements and agreements in place with any third parties or sub-contracted services, whose goods and services contribute to the delivery and / or assessment of Qualifications, Accreditations or Quality Assured Programmes | <input type="checkbox"/> will ensure that candidates receive appropriate inductions and support when enrolled on IMI Qualifications, Accreditations or Quality Assured Programmes   |
| <input type="checkbox"/> agrees to undertake assessments in accordance with any requirements in the associated Qualification / Accreditation / Quality Assured Programme specification   | <input type="checkbox"/> will have a suitable policy available for candidates to complain or appeal against an assessment decision or centre personnel  |
| <input type="checkbox"/> has suitable premises, facilities, equipment etc for the Qualifications, Accreditations or Quality Assured Programmes offered that comply with health and safety requirements   | <input type="checkbox"/> will prevent and manage any potential / actual conflicts of interest in the delivery of our Qualifications / Accreditations / Quality Assured Programmes   |
| <input type="checkbox"/> will have appropriate administrative systems in place to track the progress of candidates towards their target awards and to ensure the validity of any claims for certification  | <input type="checkbox"/> will have an effective equal opportunities and diversity policy in place   |
| <input type="checkbox"/> will ensure that all relevant centre staff understand how and when to apply for candidate registration and certification, taking reasonable steps to guard against fraudulent or mistaken claims for certificates                                     | <input type="checkbox"/> will have an effective reasonable adjustments policy in place  |
| <input type="checkbox"/> will maintain accurate candidate records and details of achievement in line with the requirements of the IMI and make these records available for external quality assurance and auditing purposes, as required                                       | <input type="checkbox"/> will have a policy to ensure appropriate access and fair assessment  |
| <input type="checkbox"/> will ensure the security and storage of any examination / assessment material meet the requirements of the IMI in relation to the IMI Qualifications, Accreditations or Quality Assured Programmes you will offer                                     | <input type="checkbox"/> will take all reasonable steps to prevent incidents of malpractice or maladministration  |
|  | <input type="checkbox"/> will have an effective policy in place detailing how to prevent and investigate incidents of malpractice and maladministration   |
|  | <input type="checkbox"/> has arrangements in place, where appropriate, to obtain on behalf of its candidates a unique candidate number (ULN/SCN) and a personal learning record   |

*Centres will be required to submit more detailed answers and, where applicable, provide evidence when making a full formal application.*

If you have questions, or wish to discuss any aspect of becoming an IMI approved centre, visit [www.theimi.org.uk](http://www.theimi.org.uk), contact us on 01992 511521 or email [enquiries@theimi.org.uk](mailto:enquiries@theimi.org.uk).