

GUIDANCE NOTES FOR MULTI-SITE CENTRES

Organisations that have candidates in more than one location may register all or some of the locations as a multi-site centre if they so wish. In this scenario there would be one main centre and minimum one satellite centre.

These guidelines have been produced for those organisations who wish to consider the option of setting up as a multi-site centre.

CENTRE CONTACT

All multi-site centres must have a main centre and appoint a centre contact to deal with the administration for all locations including the multi-site structure. This person cannot be an active PMI candidate taking any PMI Qualifications. Centre's can nominate a local contact for each multi-site who we can contact if the main centre contact is unavailable.

APPROVAL FOR NEW CENTRES

The main site address where the centre contact is located should be registered as the centre address. PMI also needs to know the address(es) of the outlying locations (satellite sites). We will also require details of a local contact for each satellite location.

The approval process to become a multi-site centre is exactly the same as for any other new centre. See *Regulations and Guidance Notes for Centres*. The approval visit will be to the main centre address, although over a period of time all locations will be visited.

CONVERSION TO A MULTI-SITE FOR EXISTING CENTRES

Existing centres may convert to a multi-site centre if they wish. To do so please inform PMI of

- a) the centre number and address of the main centre
- b) the name of the person who will be the centre contact for the multi-site centre
- c) the centre number and address of all satellite sites which are to become part of the new multi-site centre.
- d) candidate locations via the State of Play form found [here](#)

Once an existing centre is established as a multi-site centre all correspondence, examination material etc. will be sent only to the centre contact at the main site.

ANNUAL CENTRE FEE

A multi-site centre pays an annual centre fee consisting of the main centre fee (£900) plus the satellite centre fee (£400 per satellite centre) that make up the 'whole' centre. (A new centre would have to pay £1200 + £400 per satellite centre).

CENTRE MAILINGS

All mailings will be sent only to the centre contact at the main centre address or their email address. These must be circulated as appropriate to all satellite sites.

CERTIFICATES OF UNIT CREDIT

The centre contact must ensure that any applications for certificates of unit credit are correctly completed and appropriate documentation attached before sending these with the fees to PMI. All certificates will then be sent back to the centre contact for distribution to the candidates. Candidates registered with PMI for APE/CPE and Vocational Qualifications Candidates need to be registered at least 10 weeks before claiming certification to ensure/show a period of learning has taken place.

For further information please see the Regulations and Guidance Notes for Centres.

VQ EXAMINATIONS

If VQ examinations are carried out at any of the locations the centre contact must co-ordinate all the examination entries for the satellite sites linked to the main centre and submit the entry forms with the fees to PMI. A separate form should be completed for each satellite site. The confirmation of entry will be sent to the centre contact within 10 working days of PMI receiving the entry form and payment. The centre contact must check the entries to ensure that they are correct and to notify PMI of any discrepancies.

Non-confidential material (scheme booklets, advice and notice to candidates) will be sent to the centre contact via email. It is the responsibility of the centre contact to ensure that the candidates at the different locations receive a copy of this email.

Confidential material (the examination papers, answer booklets, attendance registers, instructions for the despatch of completed scripts, examiner labels) will be sent to the centre contact. PMI will send a pack for each satellite site. The centre contact must send this pack to the appropriate locations without opening any packets containing exam papers. A tracked method of post, that ensures that the security of the examinations is not breached, must be used.

Despatch of completed scripts. To ensure that completed scripts reach the examiner as soon as possible after the end of the examination, an invigilator at each location should be responsible for sending completed scripts and a copy of the attendance sheet to the relevant examiner and the other copy of the attendance sheet to PMI. PMI sends sufficient examiner address labels and attendance sheets for each location. The centre contact needs to ensure that invigilators at outlying locations know where to send the scripts.

Examination results and certificates of unit credit will be sent to the centre contact for distribution to the relevant candidates.

EXTERNAL VERIFICATION VISITS

If any of the centres require an external verification visit:

For Multi-Site Centres

Visits allocation is based primarily on the number and location of all sites that make up a multi-site centre. All sites that make up a multi-site centre will be visited over a period of time – at the very least it will be over a (1 year?) period.

In view of the geographical spread within some multi-sites it is likely that a team of external verifiers will be responsible for visiting the centres. This is why we need to verify details of your candidates and their locations.

The External Verification Report

During each visit the EV will prepare a report and will agree an action plan. A copy of the report will be sent to the main centre within 4 weeks of conducting the visit – it is the responsibility of the centre contact to circulate the report to the appropriate satellite site.

SUMMARY OF THE RESPONSIBILITIES OF THE CENTRE CONTACT IN A MULTI-SITE CENTRE:

- Register candidates and notify PMI of any changes to candidate details.
- Notify PMI of the names of all individuals involved in assessing and/or invigilating of VQ qualifications throughout the centre, and any changes to these details.
- Apply for certificates of unit credit for work-based units on behalf of candidates, having first confirmed that they have been properly assessed and internally verified.
- Apply for final certificates on behalf of candidates who have completed.
- Distribute certificates of unit and final certificates when received from PMI.
- Ensure that information in any mailings from PMI is made available to all locations.
- Comply with PMI's sampling requests and any standardisation requirements as outlined in the Regulations and Guidance Notes for the qualifications.

For VQ Examinations:

- Enter candidates for examinations, completing a separate form for each location.
- Check the confirmation of examination entries.
- Check the non-confidential and confidential examination material when it is received from PMI and return information to PMI as required.
- Ensure that examination materials are distributed to all locations (scheme booklets and notices for candidates, examination stationery, exam papers).
- Ensure that all locations where candidates will be sitting exams have appropriate accommodation and invigilation arranged and that invigilators have a copy of the *Instructions for the conduct of the examinations* and know what to do with the completed scripts. They should also have attendance sheets and examiner address labels.

For Work Based Assessed Qualifications:

- Contact MAUddin@pensions-pmi.org.uk to arrange verification visits in accordance with visit allocation for each location/site.