

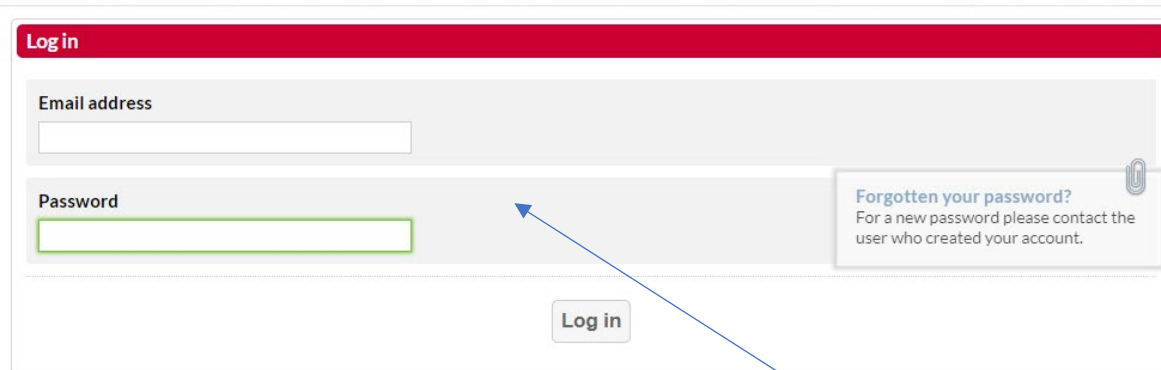
The QualsHub Guide

How to gain Centre Approval – All Qualifications

Step 1 – Logging into The QvalsHub

Your username and password would have been sent to you in an automated email.

[The QvalsHub](#) can be accessed via Google Chrome or Microsoft Edge.



Log in

Email address

Password

[Forgotten your password?](#)
For a new password please contact the user who created your account.

Log in

To login, enter your username & password. Then click on log in.

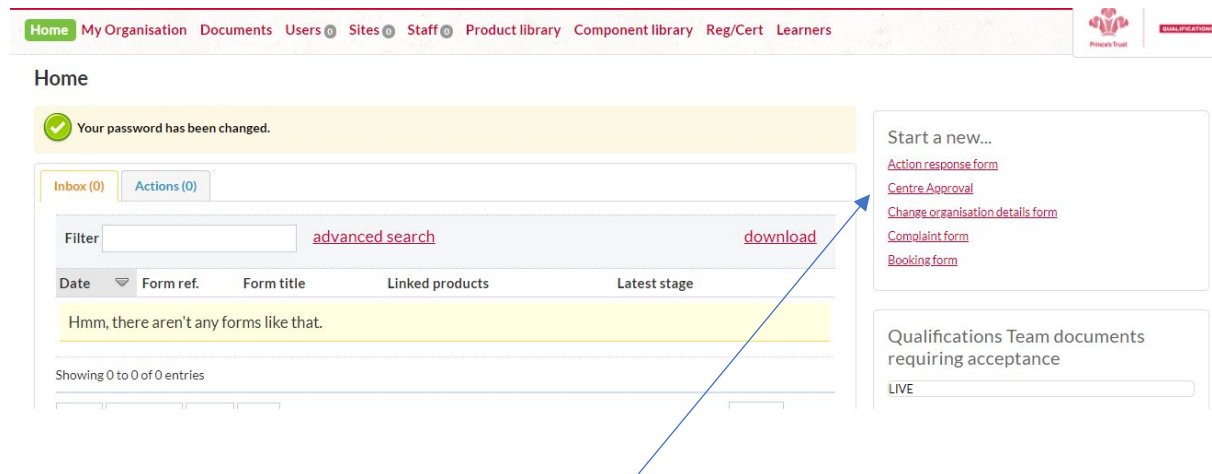
When you first log in, you will be prompted to change your password.

Step 2 – Getting Started

Your centre must first gain centre approval with Prince’s Trust Qualifications.

All centres need to go through the centre approval process, regardless if your centre currently holds centre approval through the Qualifications Portal. This is to ensure that all centres policies and procedures are up to date.

Gaining Centre Approval



On the home screen, located on the right-hand side, please click on ‘Centre Approval’.

Create a new Centre Approval

Please use this form if you are seeking Centre Approval from Prince's Trust.

Once we receive the form we will review the responses to make sure all the relevant information has been included. If you are offering a Prince's Trust programme you will have had a visit from a Prince's Trust member of staff. If you are not running a Prince's Trust programme we will contact you to discuss a visit.

To prevent any delays please complete all sections. Please provide accurate information, as this will be used as part of the approval decision. If Prince's Trust returns the form with any actions please complete within 15 working days, or notify us if you require longer, otherwise your application will be terminated.

If you receive Centre Approval but then fail to comply with any of the requirements set out in the Approved Centre Agreement, or if Prince's Trust find that any information you have given is inaccurate or misleading, we may terminate your approval by giving you written notice.

Acceptance of your application is at the absolute discretion of Prince's Trust and we reserve the right to reject any application.

Qualifications

Please select...

[Create form](#) or [cancel](#)

Under Qualifications, click on ‘please select’.

This is where you are going to select all the qualifications that you would like your centre to be approved for.

Please select...

Title: Qualification type: Qualification level:

| Qualification type | Qualification level | Title | Ofqual Qualification Number | Status |
|--------------------|---------------------|---|-----------------------------|--|
| RQF | Entry 3 | Prince's Trust Entry 3 Award in Personal Development and Employability Skills (Q000001) | 600/6952/1 | Live <input checked="" type="checkbox"/> |
| RQF | Level 1 | RQF Award in Employment Skills (Q000002) | | Live <input type="checkbox"/> |
| RQF | Level 1 | Prince's Trust Level 1 Award in Personal Development and Employability Skills (Q000006) | 600/8032/2 | Live <input checked="" type="checkbox"/> |
| RQF | Level 8 | Prince's Trust Level 8 Extended Diploma in testing (Q000007) | | Live <input type="checkbox"/> |
| RQF | Level 2 | Level 2 Award in Amlee Testing (Q000010) | | Live <input type="checkbox"/> |
| RQF | Level 2 | Personal Development and Employability Skills (Q000011) | | Live <input type="checkbox"/> |
| RQF | Entry 3 | Prince's Trust Entry 3 Certificate in Personal Development for Employability Skills (Q000012) | 600/8034/6 | Live <input checked="" type="checkbox"/> |
| RQF | Level 1 | Prince's Trust Level 1 Certificate in Personal Development for Employability Skills (Q000014) | 600/7958/7 | Live <input checked="" type="checkbox"/> |
| RQF | Level 1 | Prince's Trust Level 1 Diploma in Personal Development for Employability Skills (Q000015) | 601/4129/3 | Live <input type="checkbox"/> |
| RQF | Level 2 | Prince's Trust Level 2 Certificate in Personal Development for Employability Skills (Q000016) | 600/8035/8 | Live <input type="checkbox"/> |

Showing 1 to 10 of 18 entries

From the list, please select all the qualifications which are part of the qualification suite your centre wishes to gain approval to run.

For example:

Planning for Personal Development and Employability Skills – Entry 3, Level 1 & Level 2 Award & Certificate and Level 1 & Level 2 Diploma.

Employment, Teamwork and Community Skills – Entry 3, Level 1 & level 2 Award & Certificate.

Then click on 'Finished!'

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Qualifications

Please select...

- Prince's Trust Entry 3 Award in Personal Development and Employability Skills (Q000001)
- Prince's Trust Level 1 Award in Personal Development and Employability Skills (Q000006)
- Prince's Trust Entry 3 Certificate in Personal Development for Employability Skills (Q000012)
- Prince's Trust Level 1 Certificate in Personal Development for Employability Skills (Q000014)

or [cancel](#)

All the qualifications that you have selected will be listed here.

Click on create form.

Once the form loads, please complete all sections ensuring that you click on **save changes** as you go.

Sections that need to be completed in full are:

- Application scope and purpose – this will be the first section that appears when the form appears.
- Delivery details and agreement – you will need to click on this section to complete. **When this section appears click on ‘work on this section’.**
- Invoicing Details. **When this section appears click on ‘work on this section’.**

You are required to click on ‘work on this section’ as this will then only allow one user to edit this section at one given time.

Once these three sections have been completed and you have saved all your changes. You then need to click on submit, which is located on the form overview (once you have completed and saved your changes on the last section, the form will automatically take you to the form overview).

About this form

[Application scope and purpose](#)
ORGANISATION EDITS
Last edited by Jess Burke, 14/09/2020 12:23:00

[Delivery details and agreement](#)
ORGANISATION EDITS
Last edited by Jess Burke, 14/09/2020 12:23:42

[Invoicing Details](#)
ORGANISATION EDITS
Not yet edited

[Application outcome](#)
QUALIFICATIONS TEAM EDITS
Not yet edited

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[Submit](#)

[Print form](#) [Copy form](#) [export to CSV](#) [export to PDF](#)

[Submit](#)

Section 3 – Viewing & Responding to Public or Private Comments

Once you have completed the Centre Approval form, this will then be reviewed by Prince’s Trust Qualifications. If any additional information is needed, this will be requested via the public or private comments function within the Central Approval form.

An email notification will be sent to the Super User stating that a public or private comment needs to be actioned.

Home

The screenshot shows a user interface for an inbox. At the top, there are two tabs: 'Inbox (1)' and 'Actions (0)'. Below the tabs is a search bar with a 'Filter' input field, a link for 'advanced search', and a 'download' link. A table lists the inbox entries with columns for 'Date', 'Form ref.', 'Form title', 'Linked products', and 'Latest stage'. One entry is visible, dated 14/09/2020, with form reference F/PT/244. The form title is 'Centre Approval Application for Prince's Trust - London'. The linked products are 'Prince's Trust Entry 3 Award in Personal Development and Employability Skills (Northern Ireland - 01) + 3 other products'. A 'details' link is provided for this entry. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.

When you log back onto The QualsHub you will see the Centre Approval form in your inbox located on your homepage.

Click on ‘details’.

The screenshot shows the 'About this form' section of the application. It contains three main sections: 'Application scope and purpose', 'Delivery details and agreement', and 'Application outcome'. The 'Delivery details and agreement' section is highlighted with a blue arrow pointing to a comment icon. The comment icon is labeled '1 UNREAD COMMENT'. Below the sections is a 'Submit' button.

You will then see the section which has the comment that needs to be responded to. Click on this section.

The screenshot shows the 'Delivery details and agreement' section of the application. It features three tabs: 'Delivery details and agreement', 'Public comments (1)', and 'Private comments (0)'. The 'Public comments (1)' tab is highlighted with a blue arrow pointing to it.

Click on public comments.

[Delivery details and agreement](#)
[Public comments \(1\)](#)
[Private comments \(0\)](#)

[+ Post comment](#) Everyone can read public comments!

Comment #3323 by Jess Burke at 10/06/2020 11:38...
 Please can you upload your policies to your document centre.

Please respond to the comment accordingly and click on post comment.

[Return to the form overview](#)

Once you have responded to the comment, please click on return to the form overview located on the left-hand side.

About this form

| | |
|---|--|
| <p>Application scope and purpose</p> <p>CENTRE EDITS</p> <p>Last edited by Jess Burke, 10/06/2020 11:34:17</p> | <p>Please use this form if you are seeking Centre Approval from Prince's Trust.</p> <p>Once we receive the form we will review the responses to make sure all the relevant information has been included. If you are offering a Prince's Trust programme you will have had a visit from a Prince's Trust member of staff. If you are not running a Prince's Trust programme we will contact you to discuss a visit.</p> |
| <p>Delivery details and agreement</p> <p>CENTRE EDITS</p> <p>Last edited by Jess Burke, 10/06/2020 11:45:58</p> | <p>To prevent any delays please complete all sections. Please provide accurate information, as this will be used as part of the approval decision. If Prince's Trust returns the form with any actions please complete within 15 working days, or notify us if you require longer, otherwise your application will be terminated.</p> <p>If you receive Centre Approval but then fail to comply with any of the requirements set out in the Approved Centre Agreement, or if Prince's Trust find that any information you have given is inaccurate or misleading, we may terminate your approval by giving you written notice.</p> <p>Acceptance of your application is at the absolute discretion of Prince's Trust and we reserve the right to reject any application.</p> |
| <p>Application outcome</p> <p>QUALIFICATIONS TEAM EDITS</p> <p>Not yet edited</p> | |

[Submit](#)

Then click on submit. This is to resubmit the Centre Approval form back to Prince's Trust Qualifications for review.