

2026

THE AI BOARD

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The AI Board Centre Application Handbook

Centre Application Handbook

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1. Purpose of Document

Welcome to the AI Board. We are delighted that you are interested in becoming an approved centre for delivering world-class qualifications in Artificial Intelligence.

The purpose of this handbook is to guide your organisation through our centre approval process. It provides essential information on the application stages, approval criteria, and the evidence you will need to provide. Our goal is to make this process as clear and straightforward as possible.

Following the guidance in this handbook will help ensure a smooth application, demonstrating your organisation's readiness to deliver the AI Board qualifications to the highest standard.

2. Becoming an AI Board Approved Centre

What is an AI Board Centre?

An AI Board Centre is an organisation—such as a school, college, university, private training provider, or employer—that has been formally approved to deliver, assess, and quality assure our qualifications.

Why Partner with the AI Board?

Becoming an AI Board approved centre means joining a forward-thinking network dedicated to excellence in AI education. You will gain access to:

- **Cutting-edge Qualifications:** Offer qualifications designed by experts to meet the demands of the future economy.
- **Expert Support:** Receive dedicated support from our Quality Team, subject specialists, and business development managers.
- **Comprehensive Resources:** Access detailed qualification specifications, sample assessments, and training materials via our secure online portal.
- **Global Recognition:** Align your institution with a globally recognised leader in AI certification.

3. The Centre Approval Process: A Step-by-Step Guide

Our approval process is designed to be efficient and robust, typically taking between **one to four weeks** from payment, depending on the readiness of your documentation.
In the case of international centres, this may take a little longer due to the additional requirements for approval (see Section 5: International Centres).

Stage 1: Initial Registration

- **Action:** Visit the AI Board website at https://theaiboard.org/centres and register your interest on the AI Board Portal.
- **Outcome:** This signals your intent to begin the application process.

Stage 2: Centre Approval Fee

- **Action:** After you submit the application form, we will issue an invoice for the one-time centre approval fee.
- ***Note:*** *If you are not successful in gaining approval to deliver the AI Board qualifications following the EQA approval review, you will not be entitled to a refund of the centre approval fee.*
- **Outcome:** Payment of the fee unlocks the next stage of the process. For the latest fees, please refer to the AI Board Fee Structure document available on our website.

Stage 3: Submit Your Evidence

- **Action:** You will be asked to upload a range of supporting documents. This evidence allows our External Quality Assurer (EQA) to verify that you have the necessary policies, resources, and systems in place. Further guidance and a full checklist is provided in Section 4 of this handbook. At this stage, we will issue you a formal contract outlining our mutual responsibilities. We will finalise your contract upon approval of your EQA review.
- ***Note:*** *If you are not successful in gaining approval to deliver the AI Board qualifications following the EQA approval review, you will not be entitled to a refund of the centre approval fee.*
- **Outcome:** Your application is ready for formal review.

Stage 4: External Quality Assurer (EQA) Review

- **Action:** We will assign a dedicated EQA to review your submitted documentation. The EQA will liaise with your team, which may include a remote or on-site visit, to discuss your processes and confirm your readiness. You must arrange your EQA Review within 20 working days of your EQA contacting you.
- **Outcome:** The EQA will produce a report recommending one of the following:
    1. **Approved for Delivery:** Your organisation meets all criteria.
    2. **Approved with Action Points:** Approval is granted, pending minor improvements to be completed by a set date.
    3. **Not Approved:** Your organisation does not currently meet the required standards.

Stage 5: Contract and Final Approval

- **Action:** Once the EQA report is approved, we will finalise your contract with the AI Board outlining our mutual responsibilities.
- **Outcome:** You will receive official confirmation of your status as an AI Board Approved Centre.

4. Preparing Your Application: Form Guidance and Evidence Checklist

This section explains what you will need to provide after you have paid your centre approval fee, and how to submit it.

Your Evidence Submission Folder

Once your payment has been received, we will email you a secure link to your dedicated evidence submission folder. Everything else we need is submitted through this one folder. The information previously collected on a separate application form is now gathered here alongside your supporting evidence, so there is only one submission for you to complete.

Your folder contains two items:

- **EQA Approval Evidence spreadsheet:** A workbook with three tabs covering your centre details, the qualifications you wish to offer, and the evidence checklist. Mandatory fields are marked with an asterisk (*).
- **Formal contract** outlining our mutual responsibilities
- **Evidence folder:** An empty folder in which you upload the supporting documents listed in the checklist below.

You will be notified of your assigned External Quality Assurer (EQA) shortly after you receive the link. While you are preparing your submission, please liaise directly with your EQA to arrange a suitable date for your review.

Please complete every tab of the spreadsheet and upload all your supporting evidence before letting us know that your submission is ready. Incomplete submissions cannot be passed to your EQA for review.

Completing the EQA Approval Evidence Spreadsheet

The spreadsheet forms the main body of your application. Please work through all three tabs in turn.

Tab 1: Centre Information

This tab captures the information we need to build a clear picture of your organisation and its readiness to become an AI Board approved centre. It is arranged in four parts:

- **Centre Details:** Your website, organisation type, registered company number (and UKPRN, if you have one), address, and how long your organisation has been operating. We also ask whether you intend to offer distance learning to residents outside the UK, whether assessment and internal quality assurance will take place in the UK, and whether you will deliver these qualifications in partnership with any other organisation.
- **Invoice Information:** Complete this part only if your invoice address differs from your registered company address.
- **Compliance Details:** Your history with other Ofqual-recognised awarding organisations, including any existing approvals, refusals, withdrawals, sanctions, or suspensions. This gives us important context about your existing quality assurance track record and can help to expedite the approval process. Centres based outside the UK should also confirm whether they are approved by a local government body or inspectorate. Please also tell us whether your organisation is an eligible body as defined for VAT purposes.

- **Centre Personnel Details:** The name, job title, email address, and telephone number for each of the four key roles set out below.

It is crucial that the correct individuals are assigned to these roles.

- **Head of Centre:** This person holds ultimate accountability for the quality and integrity of the AI Board qualifications within your organisation. This is typically a senior leader such as a Principal, CEO, or Managing Director, who will be the signatory on the final Centre Contract.
- **Quality Assurance Manager:** This is our primary day-to-day operational contact. This person is responsible for overseeing the administration of our qualifications, managing the internal quality assurance (IQA) of assessment, and acting as the main point of contact for our External Quality Assurer (EQA).
- **Finance Officer:** This is the individual responsible for processing invoices and managing payments related to the AI Board fees.
- **Business Development / Marketing Manager:** This is our contact for collaborative marketing efforts and growth opportunities. This person will receive updates on new qualifications, promotional materials, and partnership initiatives to help grow the portfolio of the AI Board qualifications at your centre.

Tab 2: Qualification Details

Complete this tab for every qualification you are applying to deliver. The tab lists our qualifications by level, together with a row for bespoke qualifications. For each qualification you wish to offer, please provide:

- **Intended start date:** The date on which you expect to enrol your first cohort of learners.
- **Estimated number of learners in the first 12 months:** An approximate figure is sufficient at this stage.
- **Type of delivery:** Your teaching model, for example face-to-face, online, or blended. This helps us understand how you will deliver and ensure you have the appropriate resources and strategies in place.

Please leave the rows blank for any qualification you are not applying for. Your selections also allow us to assign an EQA with the correct subject specialism to review your application.

Tab 3: EQA Approval Evidence

This tab is the evidence checklist itself. Enter your organisation name and submission date at the top, then work through each row. You have edit access to two columns:

- **Link to evidence:** The file name of the document you have uploaded to the Evidence folder, or a direct link to it.
- **Submission notes:** Anything that will help your EQA locate the evidence. If several policies sit within a single larger document, please note the relevant sections or page numbers here.

A final row is provided for any additional information you would like your EQA to take into consideration.

Uploading Your Supporting Evidence

Upload every document listed in the checklist below to the Evidence folder within your submission folder. Please name each file clearly so that it matches the evidence item it relates to, as this helps your EQA work through your submission efficiently. If a single document covers several requirements, you only need to upload it once: reference it against each relevant row of the spreadsheet and note

the applicable sections.

Evidence Criteria

The table below sets out the criteria your EQA will assess and the evidence required against each. It mirrors the EQA Approval Evidence tab of the spreadsheet, so you may use either as your working checklist.

Criteria	Evidence
Administration The centre has processes in place for the secure storage of learner work and results.	[ ] Procedure for the secure storage of learner assessments.
Governance The Directors (if applicable) of the Centre are suitable for the positions held.	[ ] Centre internal processes for appointments including conflicts of interest
Human Resources 1. Appropriate human resources are in place to plan, deliver, assess, internally quality assure and manage the AI Board qualifications 2. Teachers and assessors are suitably qualified for their roles. 3. Systems exist to identify and provide staff development	[ ] CVs for all staff involved in the delivery, assessment, and quality assurance of the AI Board qualifications. [ ] Organisational chart with names and job roles. [ ] Staff Development Plan [ ] CPD logs
Learning Resources The centre has relevant and sufficient physical and virtual resources in place for learners to use in support of their learning and progress.	[ ] Information on physical and virtual learning resources that will be used for the delivery of the qualifications applied for
Assessment 1. The centre has in place appropriate assessment strategies and methods which will give learners the opportunity to demonstrate achievement of the required standards. 2. There is an assessment plan in place. 3. There is a documented process for	[ ] Processes for Monitoring the Progress of Learners and Learner Feedback [ ] Assessment Strategy and Plan

producing and updating them.	[ ] Assessment Development Procedure
Internal Quality Assurance There is an internal quality assurance system in place with a clear sampling plan.	[ ] Internal Quality Assurance Strategy [ ] Sampling Plan
Delivery Planning There are clear curriculum plans and schemes of work demonstrating appropriate coverage of all units being offered. There is evidence of lesson planning and/or how learning will take place	[ ] Curriculum Plan(s) [ ] Schemes of Work [ ] Lesson plans
Other Policies 1. Initial assessment of learners is in place to ensure academic skills and existing achievements are at an appropriate level for the units being undertaken. 2. There is a policy for dealing with requests for reasonable adjustments or special considerations. 3. A fair and transparent internal appeals procedure is in place. 4. A complaints policy exists for the benefit of learners and other stakeholders 5. A process exists for recording exemptions from completing assessments because of recognition of prior learning. 6. There are systems in place to identify and manage all potential conflicts of interest. 7. Robust procedures exist to identify, manage and report any incidents of malpractice or maladministration. 8. A data protection policy exists which complies with current legislation. 9. An equality and diversity policy exists which complies with current legislation. 10.Safeguarding Policy for Children	[ ] Learner Recruitment and Induction Policy [ ] Reasonable Adjustments and Special Considerations Policy [ ] Internal Appeals Policy [ ] Complaints Policy [ ] Recognition of Prior Learning Policy [ ] Conflicts of Interest Policy [ ] Malpractice and Maladministration Policy [ ] Data Protection Policy [ ] Equality and Diversity Policy

and Vulnerable Adults 11. Health and Safety Policy	[ ] Safeguarding Policy [ ] Health and Safety Policy

5. International Centres

We welcome applications from organisations outside the United Kingdom. In addition to the standard requirements, international centres must:

1. The centre must be approved by a local government body/inspectorate and/or have successfully delivered qualifications by a UK regulated awarding organisation (and be able to provide quality assurance reports).
2. The centre must have been in operation for over two years.
3. The centre must attend the AI Board training on assessment and internal quality assurance before making learner registrations
4. The EQA centre approval review will take place on centre premises

6. Contact Us

We are here to help you at every stage of your application. For any questions, please do not hesitate to get in touch: contact@theaiboard.org

Address:
The Artificial Intelligence Board
St George's Works
51 Colegate
Norwich, NR3 1DD
United Kingdom

We look forward to receiving your application and welcoming you to our global network.