

Are you ready for IMI Centre Approval?

Use the self-evaluating checklist to ensure you have everything in place before formally applying for IMI Centre approval. All criteria below must be in place before approval is granted.

Documentation and systems

Clearly stated company goals/business plan for next three years	<input type="checkbox"/>
Forecast of annual registrations	<input type="checkbox"/>
A suitable documented quality management system, defining roles, responsibilities and accountabilities that are clearly defined and understood	<input type="checkbox"/>
Hold accurate candidate records and details of achievement in line with IMI requirements, available for external quality assurance and auditing purposes	<input type="checkbox"/>
Hold relevant assessment and candidate records for the minimum specified amount of time, made available to the IMI upon request	<input type="checkbox"/>

Facilities and equipment

Suitable premises, facilities, equipment to support the products being delivered	<input type="checkbox"/>
Ensure all premises, facilities, equipment comply with health and safety requirements	<input type="checkbox"/>
Ensure security and storage of any examination material meets IMI requirements	<input type="checkbox"/>

Policies and procedures

Internal quality assurance strategy with roles, responsibilities and accountabilities of the IQA team being clearly defined and understood	<input type="checkbox"/>
Enrolment inductions and support for candidates	<input type="checkbox"/>
Complaints and appeals policy and process	<input type="checkbox"/>
Conflicts of interest policy and process	<input type="checkbox"/>
Equal opportunities and diversity policy	<input type="checkbox"/>
Malpractice and maladministration policy and process	<input type="checkbox"/>
Risk assessment	<input type="checkbox"/>
Invigilation policy and process	<input type="checkbox"/>

Resources and personnel

Necessary level of staff, resources and systems to support delivery and assessment	<input type="checkbox"/>
Agree to undertake assessments in accordance to products being delivered	<input type="checkbox"/>
Single, named, point of accountability	<input type="checkbox"/>
All relevant staff to have a clear understanding of candidate registration and certification processes	<input type="checkbox"/>
Ability to guard against fraudulent or mistaken certificate claims	<input type="checkbox"/>
Arrangements and agreements in place with third-party suppliers and subcontracted services	<input type="checkbox"/>
Internal quality assurance arrangement to ensure effective and efficient delivery of products	<input type="checkbox"/>
Administrative systems to track candidate progress and ensure validity of certificate claims	<input type="checkbox"/>

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, contact the Business Development Team on 01992 511521 or email enquiries@theimi.org.uk.