



Guide to completing your BCS centre application

Thanks for taking the first step to becoming a BCS approved centre and/or developing your BCS portfolio.

This step-by-step guide takes you through the process of making your BCS centre application online.

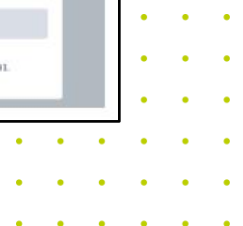
If you are new to BCS, please start at step 1.

If you're already a BCS approved centre and you have a BCS Centre Community account, go straight to step 2.

Step 1 — setting up your BCS centre account

You will have received an email from us containing your unique link to the BCS Centre Community in Salesforce. Follow this link to set up your BCS account in Salesforce:

- Your username is the email address we have registered for you — the email address that we sent your Salesforce link to.
- You'll need to create a password that's at least eight characters long and includes at least one number and one letter.

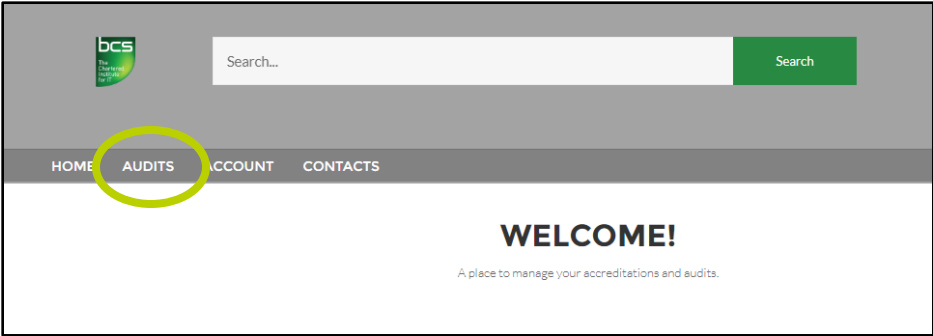


Step 2 — accessing your online application

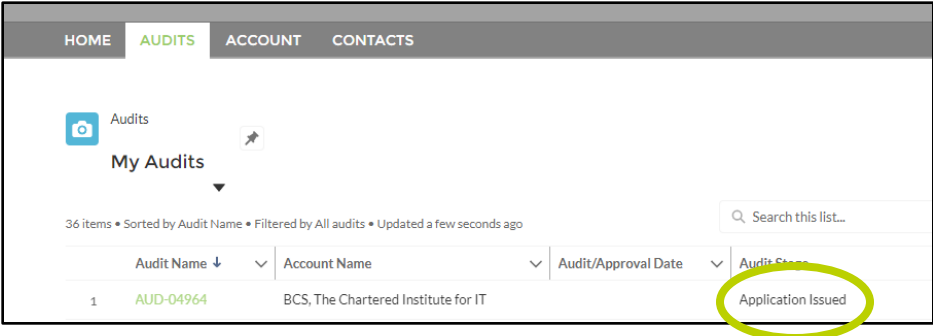
Log into your BCS Centre Community account — once you've set up your Salesforce login, you can access your account here:

[BCS Centre Community](#)

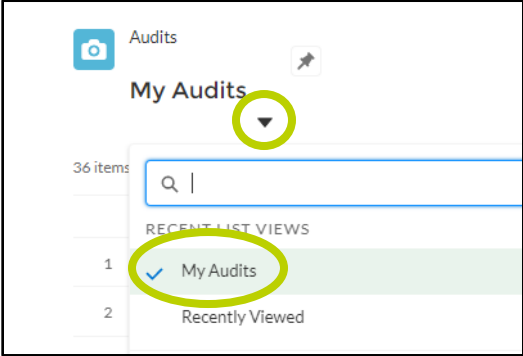
Click on AUDITS in the navigation bar:



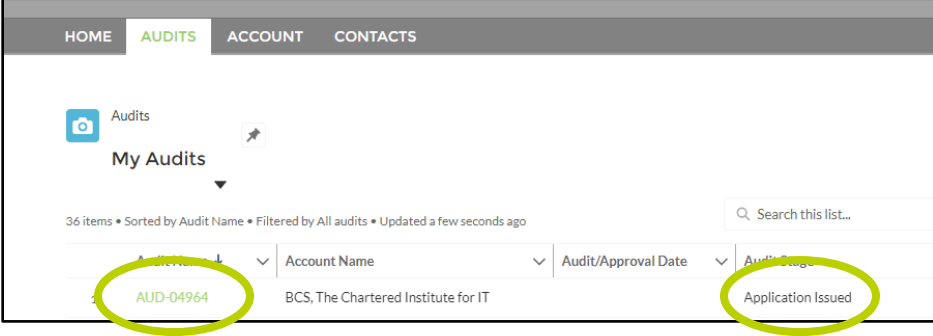
You should now see your pending application as the top entry, with Application Issued in the **Audit Stage** column.



If your pending application isn't displayed, you can find it by clicking on the dropdown arrow next to the **My Audits**:



Select *My Audits* from the dropdown menu and locate your pending application from the displayed entries — your latest application will be the entry with the highest number in the “AUD####” name and *Application Issued* in the **Audit Stage** column:



Now click on the green audit name to access the application.

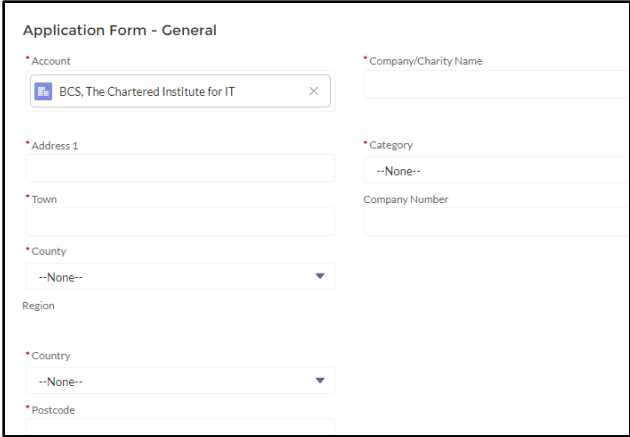
Step 3 — providing your centre details

Click on **Edit** to open the application form:



Now click into each of the fields to provide the details for your centre:

Mandatory fields are marked with a red star — you won't be able to save or submit your application if these sections aren't completed.

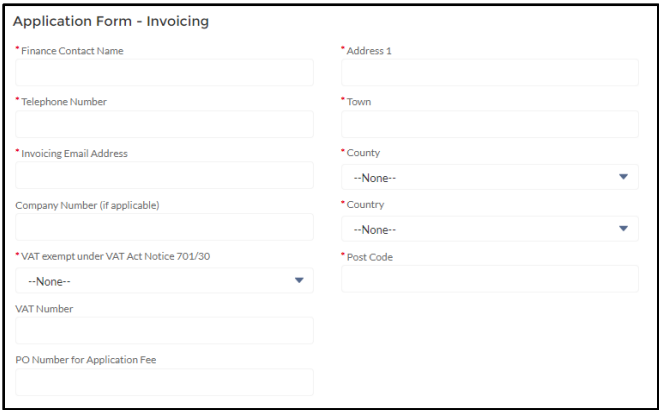


Note: you can save your application part way through and return to it later.



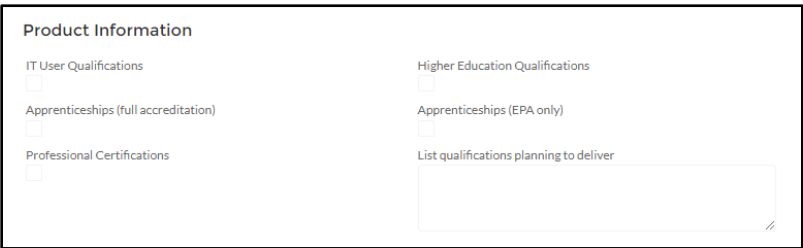
Step 4 — providing your invoicing information

Click into the **Invoicing section** and add your details:



Step 5 — selecting your products

Tick the box(s) next to the BCS product(s) you'd like to deliver in your centre:



Step 6 — confirming your point of contact

In the **Centre Manager** section, please provide the details of the person who'll be your centre's main point of contact for your BCS delivery:

Application Form - Centre Manager

* First Name	<input type="text"/>	* Email	<input type="text"/>
* Last Name	<input type="text"/>	* Telephone Number	<input type="text"/>

Step 7 — providing your invigilator details

If you've already decided who your invigilators are going to be for your new BCS products, enter their details in this section — you can provide the details of up to four invigilators.

All the fields in this section are mandatory so if you've not yet decided who your invigilators are going to be, enter *to be confirmed* in each field for now and provide their details at a later date.

Application Form - Invigilator 1

* First Name	<input type="text"/>	* Email	<input type="text"/>
* Last Name	<input type="text"/>	* Telephone Number	<input type="text"/>

Application Form - Invigilator 2

* First Name	<input type="text"/>	* Email	<input type="text"/>
* Last Name	<input type="text"/>	* Telephone Number	<input type="text"/>

Before your application can be approved and systems access granted, you'll need to identify at least **two** invigilators and they'll need to have completed their [BCS online training](#).

Step 8 — following BCS policy and procedure

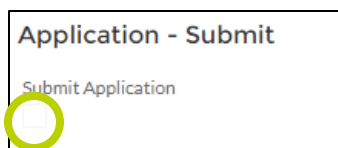
Please read through the listed BCS policies and procedures and tick the box for each to confirm your centre's agreement to following them:

Centre agrees to follow these BCS publications;

- Operational Requirements Manual ⓘ
- Reasonable Adjustment Procedure
- Learner Appeals Policy
- Centre Appeals Policy
- Qualifications Complaints Policy
- Equal Opportunities and Diversity Policy
- Malpractice & Maladministration Policy ⓘ

Step 9 – submitting your application

When you've completed the form and are happy with the information you've provided, you're ready to submit your application to BCS — you do this by ticking the **Submit Application** box:



Then click **Save**:

What happens next?

Once we receive your application form, our Channel Partner Quality Team (CPQT) will review the information you've provided. If you want to make any changes to your application after it's been submitted, you will need to contact the team at cpqt@bcs.uk.

While we carry out our initial review of your application, you'll need to complete these further actions:

- sign and return the contract via Legalesign system
- pay the **New centre** invoice
- watch the [centre manager training video](#) and notify cpqt@bcs.uk of the date that you watched it
- register at least **two** invigilators, arrange for them to watch the [invigilator training video](#), and notify cpqt@bcs.uk of the date(s) that they watched it
- run the Atlascloud [system requirements check](#)

Contacting your centre

During our application review, the team may give you a call to answer any queries you may have and to ensure you have all the information you need to complete your application form, training and system requirements check.

Further actions

There will be a number of further actions for you to carry out in order to complete the

application process, for example relating to policies and procedures.

After you've successfully passed our initial review of your application, we'll notify you of any further actions and requirements by adding 'actions' to your application in your Salesforce account, for you to complete.

As you complete each action you'll need to notify CPQT by ticking the **Action Complete** box that appears beside it and providing any relevant information in the **Comments** field. We'll email you to confirm as and when we've approved each of these actions.

Receiving your BCS centre approval

Once we have all the information we need from you, all the relevant training has been completed, and we're able to approve your application, we will send an email to the centre manager confirming your BCS approval and your centre ID number.

Your assigned staff members will also receive an email with access to BCS systems, where applicable.

You'll now be ready to place orders and deliver learning and testing for BCS qualifications!

If there are any outstanding actions attached to your account, you'll need to complete these and update CPQT as above. The team will stay in touch with you until they're all completed.