

How to Complete Your Annual Declaration

Follow the steps below to access and complete your centre's Annual Declaration.

1 Accessing your Annual Declaration

Go to: <https://quartz.aimawards.org.uk/> and using your username and password login.

Please note, to access the Annual Declaration you will need to be logged in to QuartzWeb under the role of "Centre Administrator".

If you do not have a Quartz account please contact enquiries@aimgroup.org.uk

Welcome to the AIM Qualifications and Assessment Group QuartzWeb portal

Sign In

User name:

Password: [Forgotten password?](#)

I have read and agree to abide by the Terms and Conditions
 (Tick to login)

2 Access Tracking

Click on Actions, and then Tracking located in the top left corner of your screen.

Actions ▾

Resources ▾

Administration ▾

Tracking

3 Select the Annual Declaration

On the name column click the Annual Declaration 2026/27.

Form	↑↓ Name	↑↓ Status
AIMGROUP Annual Declaration	2026/27 Annual Declaration	Waiting Annual Declaration Form



4 Open the Form

Under Documents and Forms, click on the Annual Declaration Form.

▼ Documents and Forms ¹

Search:

▲ Title

 [NOT SET] - Annual Declaration: Annual Declaration Form 

5 Complete the Form

Respond to each question, answering "Yes", "No" or "N/A".

- If you respond "No" to any question you will need to provide a comment.
- If you respond "Yes" no comments are required.

Section 1 – Organisation Infrastructure and Recognition

This section is to confirm the quality measures that are in place at your centre for all AIM programmes. Centres must have in place administrative systems, policies, and procedures to ensure that there is effective delivery and assessment of AIM qualifications.

Question	Yes	No	N/A	Explanation for Answer
1.1 Your centre ensures approval is authorised by AIM prior to the delivery of any qualification.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2 There is an effective procedure in place to report changes to AIM about the centre, subsites, personnel, or programme delivery, which affects the way AIM Qualification and Assessment Group's recognition and approval criteria are continuing to be met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.3 There is appropriate equipment, resources and accommodation for the purpose of qualification delivery and assessment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6 Submit the Form

Once you have signed and dated the Annual Declaration at the end, click on the "Submit" button.

NOTE: Please ensure you Submit the form otherwise the Quality Team will not be notified that you have completed your form.

Save

Print

Download

Submit

Cancel/Back



About the Annual Declaration

The Annual Declaration confirms that your centre has the required policies and procedures in place to deliver and assess AIM qualifications, and that it continues to meet AIM's Centre Recognition Criteria and Centre Agreement. Completion of the declaration is mandatory for all approved centres delivering AIM regulated qualifications and Access to HE programmes.



Key Information

At the start of each academic year, the Head of Centre or a designated member of the Senior Leadership Team must complete the Annual Declaration.

For the 2026–2027 academic year, the submission window is

3 August to 2 October 2026.



If you do not have a Quartz account please contact enquiries@aimgroup.org.uk