

Centre Approval Application (International Qualifications)

This form must be completed by:

- Centres seeking approval from EDI to offer LCCI international qualifications and examinations
- Existing centres seeking re-approval from EDI for LCCI international qualifications

New centres

New centres should complete all sections of this form. Please supply all the policies and procedures requested in section 3d. If this information is not supplied we will not be able to process your application.

Existing centres

Existing centres, seeking additional qualifications or re-approval, should complete sections 1 and 6 unless there have been changes in systems, procedures and staffing since their last application. Please supply policies/procedures and any CVs and relevant certificates with this application for each person named.

Please submit the completed application to EDI Centre Support either electronically or by post. EDI may arrange to visit your centre to confirm you have the evidence to match the approval criteria. Please ensure you have all evidence available if a centre visit is required. The fees for centre approval and re-approval are available from EDI Centre Support, who can help if you require assistance completing this form. An approval certificate for your centre and any additional satellite centres will be supplied as part of the approval fee at the time of approval or re-approval. If at any other time you wish to have certificates for your satellite centres you will need to submit this form again with all your satellite centres' details. This will incur an administration fee of GBP £15 for each certificate. Should you wish to cancel your approval, EDI must be notified at least 30 working days prior to the annual invoice date.

Centres seeking approval for Teaching Qualifications must also complete Section 5

Section 1 Centre details

Is this a new centre application?

Is this a re-approval application?

Centre name [Please enter the name as you wish it to appear on your certificate]			Centre code [For existing centres only]						
Centre main address [Please enter the full postal address for overseas mailing purposes.]			Telephone number [include the international dialling code]						
			Fax Number						
Name of Head of Centre			Email address						
Name of Examinations Co-ordinator			Email address						
Centre web address			Will your centre accept external candidates?						
Do you have approval with any other awarding bodies	If "Yes" please give the following information and submit evidence	Awarding Body			Award				
Has any awarding body ever refused your centre approval?	If "Yes", name the awarding body and give the reason and date of refusal								
What type of organisation is your centre?	University	University business school	College	Training company	Language school	State school	Private school	Chamber of Commerce	Other (Please detail)
This application requires a letter of support. Please indicate from which body you have received support.	Ministry of Education		Local Education Authority		Chamber of Commerce		British Council		Local Representative or Co-ordinating Authority
How many years have you been operating as a training centre?			Number of Learners						

Section 2 Qualification details

Indicate below which qualifications you wish to offer and the expected numbers of candidates per year.

Examinations / Qualifications	Expected numbers of candidates		Expected date of first examination	Course duration days/months
	Year 1	Year 2		

Section 3 Quality assurance

Please confirm that your centre meets the following centre approval:

3a Resources	
Ref	Criteria
A1	The centre's equal opportunities, access and fair examination policy and practice is understood and complied with by students and examiners
A2	The responsibilities of the examination and quality assurance team are clearly understood
A3	Quality assurance procedures are clearly documented and are consistent with EDI requirements
A4	Resource needs for specific qualifications are accurately identified and made available
A5	Equipment and accommodation used for the purpose of examinations comply with the requirements of current Health & Safety regulations
A6	There are sufficient competent and qualified teachers and examiner personnel to meet the demand for examination of students
A7	There is an established appeals procedure which is documented and made available to all students
A8	EDI will be notified of any changes which may affect the centre's ability to meet the approved centre criteria
A9	The centre is currently engaged in marketing activities and the marketing plan is attached

3b Conduct of examinations

Ref	Criteria
B1	The centre meets (as a minimum) EDI specification requirements: OS: Windows Platform Browser: IE 6.0 or above Screen Resolution: 1024 * 768 or above Client Software: Adobe Acrobat 7.0 or above Internet Connection : 1MB Broadband minimum (IT qualifications and online assessments only)
B2	The centre has appointed an Examinations Coordinator who will be responsible for the administration and conduct of examinations
B3	The Examinations Coordinator will appoint responsible persons to act as invigilators, oral examiners etc, as required. These staff should be listed under section 4 of this application, where possible
B4	The centre will ensure the security of the examination material in respect of storage and the handling process and has a lockable cupboard or safe in a secure room. Examination material will be handled by just the examinations secretary and question papers be unopened until the time of the examination
B5	The centre has sufficient rooms and ICT resources as necessary to accommodate the proposed number of students to be examined at any one session
B6	The centre has access to an IT technician during the examination period (IT qualifications and online assessments only)

3c Records

Ref	Criteria
C1	Student records and details of achievements are accurate, kept up to date, securely stored in line with EDI requirements and local Data Protection Acts and available for external quality assurance and auditing purposes

3d Please supply evidence of your Policies and procedures

Ref	Criteria
D1	Current prospectus (or links to website) or appropriate publicity materials/brief summary of the nature of your organisation
D2	Physical resources including details of teaching accommodation and equipment
D3	Human resources must show that your organisation has appropriately qualified and experienced staff. Include your recruitment policy and continuing professional development plan. Please supply all CVs and certificates
D4	Organisational structure, a chart or diagram that briefly describes who is in charge of the organisation and who has responsibility for the various subjects
D5	Quality assurance system should include details of quality commitments, management of quality, systems for course design and development
D6	Equal opportunities policy and procedures
D7	Health and safety policies and procedures
D8	Admissions/induction processes for learners, please outline how learners (including those with special requirements) are admitted on to the programme
D9	Appeals procedure, if you do not have a policy in place please provide information on how you will deal with appeals concerning internal assessment
D10	External quality assurance, please provide any information concerning external audit or inspection or recognition

I agree that the centre meets all of the requirements as detailed in sections 3a, b, c and d

Signed: _____ Date: _____
(Head of centre)

Full name: _____

Section 5 Application for teaching qualifications

5a Requirements for centres wishing to offer teaching qualifications	
Ref	Criteria
A1	CVs and copies of teaching qualifications for the Tutor, Internal Moderator/Assessor. They should normally have: <ul style="list-style-type: none">▪ Appropriate teaching qualification e.g. Level 4 FE Teaching Stage 3, Cert Ed, PGCE, Bachelor of Ed, TEFL, TESOL or ELT.▪ A subject qualification, usually at level 3 or above▪ A minimum of 3 years appropriate teaching experience▪ Evidence of effective practice. Centres are expected to select staff who have improved retention and success rates
A2	A Learning and Development NVQ at Level 4 would be an acceptable qualification providing at least one member of the team holds a Cert Ed or equivalent
A3	A statement that the centre will use the scheme of work provided by EDI or submission of a scheme of work which includes the topics to be covered in each session together with the teaching and learning techniques, resources to be used and assessment methods
A4	A list of resources and equipment to be used

I agree that the centre meets all the requirements as detailed in Section 5

Signed: _____ **Date:** _____
(Head of centre)

Full name: _____

Section 6 Centre declaration

By signing this declaration I agree to adhere to the following conditions:

The centre meets all EDI requirements in respect of this application and that the details are, to the best of my knowledge, correct. The centre will notify EDI of any relevant changes in centre details, systems and procedures affecting the centre's ability to deliver LCCI international qualifications from EDI.

The centre will be responsible for adhering to the regulations governing the delivery of LCCI international qualifications from EDI.

All staff members involved in the teaching of the programmes are competent. (As named at section 4.)

The centre will provide access for all students in accordance with local legislation.

All the mandatory requirements will be available for inspection at any EDI approval or monitoring visit.

I am enclosing all the required information as stated in Section 3d. **[For new centres only]**

Any use of the LCCI international qualifications logo will be in accordance to the corporate guidelines as outlined by EDI.

I accept that EDI will hold and process the information provided and may use it for any purpose deemed relevant to the qualification. EDI reserves the right to suspend or withdraw centre approval recognition if information contained within this application is incorrect or if the centre fails to adhere to the approval criteria.

Signed:		Job title:	
Full name:		Date:	

For EDI use only

EDI feedback and comments

Date of visit: _____

General action required	By whom	Date to be completed	
Action required for a specific programme	By whom	Date to be completed	
EDI representative signature:		Date:	
EDI representative name (printed):			
EDI Partner Recognition feedback and comments:			
EDI Partner Recognition representative signature:		Date:	
EDI representative name (printed):			