

Centre Approval Application (International) – Guidance

Section 1 Centre details

Please complete this section in full. The address will also be used for dispatch of materials, invoices, and formal correspondence and documentation.

Full centre name – this is how it will appear on the EDI approval certificate.

Full centre address – please ensure full postal address is listed inc. postcode.

Letter of support body - Letter of support/reference from a recognised business in your area who recognises your centre as a viable business, i.e. local Chamber of Commerce, Ministry of Education.

Head of Centre – could be Chief Executive, Managing Director etc.

Primary point of contact – will be the main point of contact for quality assurance team (Please note that the Head of Centre, Centre Coordinator and *Primary point of contact* could be the same person).

Linked centres – please complete this section if you would like to add linked centres to the main EDI centre and will offer the same LCCI IQ qualifications. The linked centres must have a Memorandum of understanding (MoU) or have a business relationship. All candidate result slips and certificates will be posted to the main EDI centre and not direct to the linked centre. Please ensure when completing this section that you state the postal address and all sections have been answered.

Section 2 Invigilation Arrangements

Criteria – please confirm that all persons employed to be an invigilator have received adequate training. Please tick against each reference number in the boxes provided and state the name of the responsible person.

Section 2a Invigilation Roles and Responsibilities

Clearly listed is the roles and responsibilities of the invigilator(s) before, during and after the examination. When the invigilators sign the Invigilator Declaration and Attendance Report, they are signing to confirm that they have followed these rules.

Section 3 Qualifications

Please clearly state the qualification(s) including level(s) that you would like EDI approval for. You will only be able to offer these qualifications to the candidates unless you complete an 'Additional Award Application (International) form.

For full details of the subjects EDI offer please visit www.lcci.org.uk.

Section 4 Quality Assurance

| Ref | Criteria | Possible evidence |
|-----|--|---|
| A1 | The centre's equal opportunities, access and fair examination policy and practice is understood and complied with by students and examiners | Policy and procedure in place and regularly reviewed Evaluation of candidate achievement data |
| A2 | The responsibilities of the examination and quality assurance team are clearly understood | Senior management team recognise and allocate sufficient time for staff to maintain CPD Contingency plan for staff cover Monitoring/appraisals Evaluation of needs and roles |
| A3 | Quality assurance procedures are clearly documented and are consistent with EDI requirements | Procedures in place and evidence of quality assurance taking places. Assessment records, sampling/tracking plans |
| 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 local Health & Safety regulations | Health and Safety checklist |
| A6 | There are sufficient competent and qualified teachers and examiner personnel to meet the demand for examination of students | A sufficient number of well-trained staff exists Staff training procedures and records exist |
| A7 | There is an established appeals procedure which is documented and made available to all learners | Candidate understanding of the Appeals procedure is regularly checked Tutors embed the Appeals Procedure during training |
| A8 | EDI will be notified of any changes which may affect the centre's ability to meet the approved centre criteria | Change of centre name, address or centre contacts. Change of details form is available for International Enquiries or your local LCCI IQ approved Agent. |

Tel: +44 (0) 2476 518951

Email: international.enquiries@ediplc.com

www.lcci.org.uk

Section 4b Conduct of tests and examinations

Evidence of this may be requested as part of the approval process. Please tick against each reference number in the boxes provided to confirm your centre meets the criteria.

| Ref | Criteria | Possible evidence |
|-----|---|--|
| B1 | The centre meets 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 | How and where test will take place |
| B2 | The centre has appointed an Examinations Coordinator who will be responsible for the administration and conduct of examinations | Name of exam coordinator Details of job role to show responsibility |
| B3 | The Examinations Coordinator will appoint responsible persons to act as invigilators, oral examiners etc, as required. | Details of invigilators; how they are appointed and details of relevant training. All invigilators are to follow the EDI Invigilation Roles and Responsibilities (Section 2a) |
| 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 | Lockable, fireproof, cabinet Key holders Procedure of accepting materials Procedure of return of test papers Post book |
| 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 | Maximum and minimum numbers of suitable rooms for examinations for different sizes groups |
| B6 | The centre has access to an IT technician during the examination period (IT qualifications and online assessments only) | |

Section 4c Records

| Ref | Criteria | Possible evidence |
|-----|---|---|
| C1 | Student records and details of achievements are accurate, kept up to date, securely stored in line with EDI requirements and <i>local Data Protection Acts</i> and available for external quality assurance and auditing purposes | Evidence of assessment records Back up policy for IT (not kept on hard drive) |

Section 4d Examination Rooms

Please ensure copies of examination seating plans and photographs for each room have been submitted to support your application. If we do not receive these documents at the same time, then the application process will be delayed. Please make sure the seating plans and photographs are clearly numbered. You may complete additional pages if required by photocopying the relevant page.

Section 5 Provision of Teaching/Preparation of Students

Please complete in BLOCK letters the names of the teaching staff and which LCCI IQ/JetSet qualification including level they will be teaching the candidates. We **do not** require copies of the CVs or certificates of the teaching staff.

Section 5b Teaching Material

The Head of Centre must sign and date this section to confirm accuracy. Please tick the relevant box(es) to confirm which materials are being used.

| LCCI IQ / EDI Material | Location |
|--|---|
| Syllabus | This is available on the LCCI IQ website 'Qualification Search' www.lcci.org.uk |
| Teachers Toolkit | This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk |
| Sample papers | This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk |
| Past papers | This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk |
| Annual Qualification Review | This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk |
| How to Pass / Passport to Success publications | The price list and order form is available 'Publications' Please login to the website to gain this information. www.lcci.org.uk |

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Section 6 Policies and Procedures

Please submit the policies and procedures along with the completed application form. If we do not receive these documents at the same time, then the application process will be delayed. The Head of Centre must sign and date this section to confirm accuracy.

Section 7 Declaration

Please note that the declaration must be signed by the Head of Centre (Eg. Chief Executive, Managing Director, Principal) to confirm that the information in the application form is correct and the centre will abide by the correct conducted.