

Application for Organisation and Course Endorsement

Notes:

- This form should only be completed after reading the *Endorsed Organisation and Course Handbook*
- Please complete a separate form for each course you are submitting for endorsement.
- If you are already an Endorsed Organisation and are submitting an additional course for endorsement, there is no need to complete “About your organisation”

| | Your contact details |
|--------------------------|----------------------|
| Organisation name | |
| Organisation web address | |
| Contact name | |
| Contact email | |
| Contact phone | |
| Contact address | |
| Name of course | |

In order for the ISMM to endorse your training organisation please provide the following evidence, numbering each document separately.

| | About your organisation | Document number(s) |
|---|---|--------------------|
| 1 | The experience and qualifications of the trainers who will be delivering the course. <i>(Person specification, job specifications, CVs)</i> | |
| 2 | Description of the training facilities. <i>(Types of venue that are/will be used, room sizes, accessibility to venues/rooms)</i> | |
| 3 | Description of training resources that will be available to learners. <i>(Workbooks, Handouts and so on)</i> | |
| 4 | How feedback from delegates will be used to monitor and improve the quality of training provision. | |
| 5 | Your procedure for dealing with complaints from delegates or their employers about endorsed courses. <i>(For example complaints about teaching, resources and/or facilities)</i> | |
| 6 | Your equal opportunities policy. | |

In order for the ISMM to endorse your training course please provide the following evidence, numbering each document separately.

| | About your course | Document number(s) |
|-----------|--|--------------------|
| 7 | Details of the target audience(s) for the course. <i>(For example job descriptions, level of experience, expected prior knowledge and/or qualifications)</i> | |
| 8 | The aims and objectives of the course. | |
| 9 | Course content. | |
| 10 | How the course will be delivered and how the learning outcomes will be met. <i>(For example presentations, handouts, workbooks, exercises, workshops, case studies, role plays)</i> | |
| 11 | Details of assessment, if any | |
| 12 | Details of any marketing materials currently used to promote the course. | |
| 13 | Layout and wording for your learner certificates, including your logo | |

• Endorsement Terms and Conditions

- 1 The Endorsed Organisation agrees to pay all fees outlined in the *ISMM Fees Handbook* as detailed on the invoice.
- 2 Endorsement of training courses is restricted to specific named courses. The Endorsed Organisation is free to deliver other, non-endorsed courses but must not promote them as endorsed by the ISMM.
- 3 The Endorsed Organisation is allowed to use the ISMM's "Endorsed by..." logo on publicity and course material for its endorsed course(s). This use, however, is allowed only if the *Guidelines for using the ISMM logo* are followed.
- 4 Promotional use of the ISMM "Endorsed by..." will be accurate, will not be used until the endorsement process is complete and will be withdrawn immediately if the ISMM withdraws the endorsement.
- 5 The ISMM will provide a certificate of endorsement to the Endorsed Organisation. This certification will be renewed on an annual basis on payment of the centre and course renewal fees and on continuation of the organization and course to meet the endorsement criteria.
- 6 The Endorsed Organisation must keep a record of the names of delegates who have attended endorsed courses and the course evaluation sheets the delegates have completed. The centre will submit them, on request, to the ISMM.
- 7 The Endorsed Organisation should buy certificates from the ISMM and should supply the ISMM with the wording for its certificate and its logo. The ISMM will print the certificates with your logo(s), the course name, delegate name and other information. Please allow at least five working days for certificates to be printed.
- 8 The ISMM's "Endorsed by..." logo will only be used on certificates printed by the ISMM.

- 9 The Endorsed Organisation must notify the ISMM in writing of any changes to the information provided on this application form.
- 10 The Endorsed Organisation must notify the ISMM in writing of any significant or major changes to any of its endorsed courses.
- 11 The copyright on any materials submitted to the ISMM will remain with the author(s) of those materials.
- 12 The ISMM reserves the right to withdraw endorsement if any of the following situations arise:
 - the Terms and Conditions listed above are not followed;
 - information provided to the ISMM is found to contain significant errors or omissions;
 - significant or major changes to the Endorsed Organisation or to its endorsed courses are not reported to the ISMM;
 - serious, verified complaints about an endorsed course are made by delegates or their employers;
 - misleading claims about the endorsed status of the organisation or any course delivered by the organisation are made.
 - Inappropriate use of the ISMM Logo

I declare that I am authorised to supply the information given above and, at the date of signing, the information and any supporting documents provided is, to the best of my knowledge, a true and accurate record.

I declare that the organisation understands that if this application is accepted it, and the Terms and Conditions, will form the contract between the organisation and the ISMM.

| | | | | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---|---|---|
| Name | Signature/ Electronic Signature | | | | | | | | | | |
| | | | | | | | | | | | |
| Date | <table border="1" style="border-collapse: collapse; margin: auto;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 20px; height: 20px; text-align: center;">M</td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> <td style="width: 20px; height: 20px; text-align: center;">Y</td> </tr> </table> | D | D | / | M | M | / | Y | Y | Y | Y |
| D | D | / | M | M | / | Y | Y | Y | Y | | |

Completed applications should be returned to the ISMM, together with your supporting evidence. Our contact details are:
p: ISMM Education, 1 Harrier Court, Woodside Road, Lower Woodside, Luton LU1 4DQ UK
e: education@ismm.co.uk
t: +44 (0)1582 843260
www.ismm.co.uk/ed_education.php