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ACCREDITED QUALIFICATIONS

Application for Certified Training Provider Status

SECTION A

Certified Training Provider Status

National Centre Number <i>(if applicable)</i>	
Centre Name	
Centre's preferred name <i>(if different to above)</i>	

Part 1 Centre Information

A1.1 Centre Details

Name of the Head of Centre	
Centre: Building name/number	
Street/road name	
Town/city	
County/country	
Post code	
Main email enquiry address	
Main telephone enquiry number	
Main fax number <i>(optional)</i>	
Website <i>(optional)</i>	

A1.2 Contact Details

Name of the person who has responsibility for enquiries regarding centre recognition <i>(if different from Head of Centre)</i>	
Job title of this person	
Address of this person <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Telephone number	
Fax number <i>(optional)</i>	

Name of billing/finance contact	
Job title of this person	
Centre billing/finance address <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Phone number	
Fax number <i>(optional)</i>	

A1.3 Type of centre

A1.3.1 Please tick the relevant box(es) below to indicate what type of organisation the centre is.

School	<input type="checkbox"/>	FE college / tertiary college	<input type="checkbox"/>
Sixth form college	<input type="checkbox"/>	University / Higher Education institution	<input type="checkbox"/>
Private Training Provider	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Armed Forces	<input type="checkbox"/>	NHS	<input type="checkbox"/>
HM Prison / YOI	<input type="checkbox"/>	Local government / central government	<input type="checkbox"/>
Local Authority – Adult Education	<input type="checkbox"/>	Local Authority – Other	<input type="checkbox"/>
Voluntary organisation / charity	<input type="checkbox"/>	Other (please specify below)	<input type="checkbox"/>

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A1.4 Qualification provider and other quality assurance details

A1.4.1 In the past five years has the centre applied for centre recognition from another qualification provider?
(e.g. a UK Awarding Organisation)

Yes

No

If you have ticked yes to A1.4.1, please complete the following table:

Name of qualification provider	Date of application	Centre recognition obtained? Y/N	If centre recognition was refused please provide dates and details on a separate sheet	If centre recognition was obtained but later withdrawn or suspended please provide details, including dates, on a separate sheet	Give date and details of reinstatement and/or overturning of refusal, if applicable, on a separate sheet

Please continue on a separate sheet if required

A1.4.2 Is the centre involved with any quality assurance programme?

For example ISO / BSI, Scottish Quality Management System (SQMA), Total Quality Management (TQM).

Yes

No

If you have ticked yes to A1.4.2 please state the organisation(s), agency/agencies or quality assurance initiative(s) concerned and indicate the date of the last inspection (if applicable).

Quality assurance organisation / agency / initiative	Date of last inspection

Please continue on a separate sheet if required

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Part 2 Centre Requirements

A2.1 Policy and Procedure Statements

Please tick the boxes below to confirm that the centre has in place relevant and up to date arrangements/documentation relating to the policies and statements below. Please also indicate the date of the most recent version.

Health and Safety policy
Date:

Equal Opportunities policy
Date:

Access to Fair Assessment statement
Date:

Data Protection policy
Date:

A2.2 Centre Agreement and Declaration

Please read, tick the boxes and sign below. This declaration must be signed by an authorised signatory in his/her own name for and on behalf of the centre

A2.2.1 Centre requirements relating to candidates

I declare that the centre:

- will take all necessary steps to ensure that work submitted to the ISMM is the candidate's own and authentically completed.
- will have documented procedures for handling candidate disputes and appeals against the centre's internal assessment decisions.
- will ensure that valid and reliable assessments of candidates' achievements are conducted and that details of these are made available to the ISMM.
- will provide the public, candidates and staff with centre policies and complaints procedure if requested.

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A2.2.2 Centre requirements relating to its obligations to the ISMM

I declare that the centre:

- will be aware that the information supplied to the ISMM could be required by the regulatory authorities.
- will ensure that internally assessed work is submitted to agreed deadlines as specified by the ISMM.
- will report immediately to the ISMM any suspected malpractice in line with the statutory regulations, and respond speedily and openly to all requests for an investigation into an incident. A nominated representative of the centre will personally supervise all investigations resulting from an allegation of suspected malpractice / maladministration.
- will agree to provide the regulatory authorities and the ISMM with access to premises, staff / contracted staff and records, and to cooperate with ISMM monitoring activities.
- will ensure that it has in place, and adheres to, the policies and procedures of the ISMM.
- will ensure that all centre policies are up to date and reflect any legal changes which have been implemented or changes to the centre.
- agrees to comply with additional requirements as requested from the ISMM following sufficient notice.
- complies with all relevant legal, regulatory criteria and codes of practice as directed by the ISMM.
- agrees to abide by all stipulations made by the ISMM concerning the use of its logos.
- agrees to abide by all stipulations made by the ISMM concerning the payment of invoices and fees.
- agrees to abide with the ISMM's arrangements for centre self-assessment.

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A2.2.3 Centre requirements relating to staff and resources

I declare that the centre:

- will ensure the security and confidentiality of assessment materials and records (including examination question papers, examination scripts, records of marking and portfolios of evidence) before, during and after an assessment has taken place.
- has a documented quality management system in place that is systematically reviewed to ensure that candidate and staff needs are addressed, that all appropriate persons are kept up to date with the quality policy, procedures and standards, and that responsibilities for the management of these systems are clearly and appropriately allocated.
- has effective communications systems in place both internally and with the ISMM, clients and candidates.
- will provide all new staff (including freelancers and contract staff) with an induction to the centre.
- has an appropriate and effective system for the management of any sub-contracted services and that all policies and requirements referred to in this application will apply to all satellite sites affiliated to the centre, for example remote assessment sites or remote delivery points.

A2.2.4 Centre agreement to the terms and conditions set out in Section A of this document

To be signed by the Head of Centre

Please note that the ISMM reserves the right to view any or all materials detailed within this application either through the application process (which may include a site visit) or through post-approval monitoring activity.

I declare that this centre agrees to adhere to the procedures and policies of the ISMM in respect of this application and accept that if the centre defaults on the commitments made in this application it may lead to the removal of its Certified Training Provider status.

I confirm that the centre understands that if this application is accepted it will form the contract between the centre and the ISMM.

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

Name

.....

Signature

.....

Date

D	D	/	M	M	/	Y	Y	Y	Y
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SECTION B

Qualification Specific Details

B1.1 Qualification Details

B1.1.1 Please indicate the qualification(s) that you are expecting to deliver:

Qualification title	✓
Level 1 Award in Basic Sales Skills (1A11)	
Level 2 Award in Sales and Marketing (2A11)	
Level 2 Certificate in Sales & Marketing (2C11)	
Level 3 Award in Advanced Sales and Marketing (3A11)	
Level 3 Certificate in Advanced Sales and Marketing (3C11)	
Level 3 Diploma in Advanced Sales and Marketing (3D11)	
Level 4 Award in Operational Sales Management (4A11)	
Level 4 Certificate in Operational Sales Management (4C11)	
Level 4 Diploma in Operational Sales Management (4D11)	
Level 5 Award in Account Management (5A11)	
Level 5 Certificate in Account Management (5C11)	
Level 5 Diploma in Account Management (5D11)	
Level 5 Award in Sales Management (5A12)	
Level 5 Certificate in Sales Management (5C12)	
Level 5 Diploma in Sales Management (5D12)	
Level 5 Diploma in Account Management and Sales Management (5D13)	
Level 6 Executive Award in Strategic Sales and Account Management (6A11)	
Level 6 Executive Certificate in Strategic Sales and Account Management (6C11)	
Level 6 Executive Diploma in Strategic Sales and Account Management (6D11)	

B1.1.2 Predicted numbers of students

	Year 1	Year 2
Level 1		
Level 2 (all qualifications)		
Level 3 (all qualifications)		
Level 4 (all qualifications)		
Level 5 (all qualifications)		
Level 6 (all qualifications)		

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B1.1.3 If you have delivered any qualifications in this sector/subject area within the last five years, please provide details of each qualification.

Qualification title/code	Qualification provider

B2.1 Examination Officer Details

Please provide a named point of contact responsible for the registration of candidates and the administration of ISMM-supplied assignments.

Name	
Job title	
Address <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Phone number	
Fax number (optional)	

B3.1 Quality Assurance Contact Details

Please provide a named point of contact responsible for the quality assurance of ISMM qualifications.

Name	
Job title	
Address <i>(If different to that given in Part A1.1)</i>	
Post code	
Email address	
Phone number	
Fax number (optional)	

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B3.2 Partnership Arrangements

(Leave this section blank if not applicable)

Please provide details of any partnership, consortium, sub-contracting or franchise arrangements linked to the qualification(s) listed in B1.1, outlining the roles and responsibilities of each organisation.

Name of organisation	Role and responsibility of organisation

Continue on a separate sheet if required

B3.3 Site details

B3.3.1 Please provide the name(s) of any sites, other than the one given in part A1.1, from which the qualification(s) will be **delivered**:

(Leave this section blank if not applicable, for example if the centre does not have a fixed site for delivery)

Name of delivery site	ISMM qualification codes delivered

Continue on a separate sheet if required

B3.3.2 Please provide the name(s) of any sites, other than the one given in part A1.1, from which the qualification(s) will be **assessed**:

(Leave this section blank if not applicable, for example if the centre does not have a fixed site for assessment)

Name of assessment site	ISMM qualification codes assessed

Continue on a separate sheet if required

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B3.4 Staff Resources

B3.4.1 Please provide details of all the key personnel who will be involved in the delivery and quality assurance of ISMM qualification(s), including their qualifications and experience.

Name	ISMM qualification code(s)	Role (QC/AS/TU/IM)	Qualifications and Experience

Continue on a separate sheet if required

Notes:

- Name: Provide the name of each qualification co-ordinator (QC) / assessor (AS) / tutor (TU) or internal moderator (IM).
- ISMM qualification code(s): of the qualification(s) each person will be involved with (see B1.1.1): If the centre is applying for more than one qualification please indicate which qualifications with which each person detailed will be involved.
- Role: Using the appropriate abbreviation, indicate which role(s) each named person will be undertaking: qualification co-ordinator / assessor / tutor or internal moderator.
- Qualification and Experience: Each named person must have the occupational or subject specific expertise necessary to perform the role(s) for the qualification(s) detailed. Within the space provided please briefly summarise detail the relevant qualifications/expertise possessed by each person.

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B3.5 Qualification Approval Declaration

B3.5.1 Staff Related Declarations

Please read, tick the boxes and sign below. This declaration must be signed by an authorised signatory in his/her own name for and on behalf of the centre

I declare that the centre:

- will provide staff with appropriate inductions and professional development (including a development plan) to ensure staff can maintain their expertise and competence for the qualification(s) listed in B1.1.1 above.
- will supply staff CVs and other evidence (for example original certificates) to the ISMM in a timely manner upon request.
- understands that any misleading information provided above, and/or failure to supply CVs and / or other evidence upon request, may prevent Certified Training Provider status being granted.
- will have in place appropriate staff, or has plans in place to hire appropriate staff and put in place relevant systems before the qualifications are made available in accordance with the requirements of the qualification(s).

B3.5.2 Appropriate Physical Resources

I declare that the centre:

- will use buildings that provide access for all candidates for delivery and assessment purposes, in accordance with relevant legislation including the Disability Discrimination Act and any successor legislation.
- will use buildings appropriate for effective delivery and assessment of the qualification(s) listed in B1.1.1.
- will ensure that the full range of relevant, current equipment required to deliver and assess the qualification(s) listed in B1.1.1 is supplied.
- will adhere to any assessment requirements relating to qualification(s) or unit(s).
- will provide the necessary resources in accordance with any requirements outlined in ISMM syllabus(es)/specification(s) and handbooks.

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B3.5.3 Qualification Declarations

I declare that the centre:

- will ensure that staff involved with a qualification will fully understand the relevant syllabus(es)/specification(s) provided by the ISMM.
- will have adequate systems and resources in place – including staff and, where appropriate, equipment, materials and software – to support the delivery of the qualification(s).
- will keep complete and accurate records, for at least three years from the end of the year to which they relate, for all qualifications and make these available to the ISMM upon request
- complies with all relevant law, regulatory criteria and codes of practice as updated and amended from time to time.
- complies with ISMM requirements as set out in this form and other related qualification approval forms, and following sufficient notification from the ISMM agrees to comply with any additional reasonable requirements as updated and amended from time to time.
- has an appropriate and effective system for the management of all sub-contracted services and that all policies and requirements referred to in this application will apply to any satellite sites affiliated to the centre, for example remote assessment sites or delivery points.
- has effective communications systems in place both internally and with the ISMM, clients and candidates, and agrees to inform the ISMM immediately should any changes occur to the information supplied in this application.
- agrees to provide the ISMM and the regulatory authorities, on reasonable notice, access to premises, people and records as required, and fully cooperate with their monitoring activities, including but not limited to providing access to any premises used (including satellite sites).
- agrees to inform the candidate(s) that the ISMM may be able to help find an alternative centre to provide the complete course if the centre terminates the course midway through.
- will understand how and when to apply for candidate registration and certification.
- will assist in guarding against fraudulent or mistaken claims.
- will understand the ISMM's enquiries and appeals processes for each qualification that they deliver, and must provide appropriate information and support to enable candidates to access the enquiries and appeals services. This includes making the appeals process publically available and accessible to all candidates.
- will register/enter candidates for assessment in an efficient manner and following the ISMM's timetables and procedures.
- will recognise any restrictions regarding the minimum amount of time that candidates must be registered with the ISMM before certification, as well as the combination of units and or qualifications allowed.

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B3.5.4 Centre agreement to the terms and conditions set out in Section B of this document

To be signed by the Head of Centre

I declare that the centre understands that if this application is accepted it will form the contract between the centre and the ISMM.

I accept that if the centre defaults on the commitments made in this application it may lead to the removal of its Certified Training Provider status and its ability to offer ISMM-accredited qualifications.

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

Name

.....

Signature

.....

Date

D	D	/	M	M	/	Y	Y	Y	Y
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