

Centre approval application form for LTTC Vocational Qualifications



Date received by Operations Centre No

Please use this form to request approval for Franchise Approval / LTTC Vocational Qualifications. Complete all sections in BLOCK CAPITALS and give your details as you want them to appear in LTTC records. Complete as follows:

If you are new to LTTC	- Sections A, B, C and D
If you are an existing centre for LTTC VQs and wish to add further qualifications to your provision	- Sections A, C and D -

Please read the following conditions which apply to this approval request, before you complete this form:

- Your centre and qualification approval will be lapsed if there is no activity within 1 year of approval being granted.
- Failure to provide accurate information may result in any approval relating to this application being withdrawn.

SECTION A – Centre details

For completion by the Head of Centre/Principal/Chief Executive, who we will contact regarding any queries with this application

Centre name		Centre No.	
Address			
Postcode			
Telephone No.		Fax No.	
Email address			
Please indicate (<input checked="" type="checkbox"/>) if you are approved with LTTC for General Qualifications	Yes —	No —	
Name of Head of centre (including title and initials)			
Name of person who will be centre coordinator (including job title)			
Email address for correspondence (eg Examinations Officer)			

Collection of personal information – if you do not wish to receive email updates from us please leave the ‘Email for correspondence’ address blank. Please refer to our website for full details of our privacy policy, www.teachenglish.co.uk.

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SECTION B – Your organisation

1 Type of centre

Secondary School	<input type="checkbox"/>	Special Education	<input type="checkbox"/>
Sixth Form College	<input type="checkbox"/>	Community Homes	<input type="checkbox"/>
FE/Tertiary College	<input type="checkbox"/>	ITEC	<input type="checkbox"/>
College/Institute of Higher Education	<input type="checkbox"/>	Prison Service	<input type="checkbox"/>
University	<input type="checkbox"/>	Services Education	<input type="checkbox"/>
Adult Education Centre	<input type="checkbox"/>	Training provider	<input type="checkbox"/>
Independent Secondary School	<input type="checkbox"/>	Industrial/Commercial Organisation	<input type="checkbox"/>
Independent College and Language School	<input type="checkbox"/>	Secondary Schools – voluntary aided	<input type="checkbox"/>

2 Satellite locations

State locations beginning with the main site. If necessary continue on a separate sheet:	Operate in the UK? Yes/No
Name and address	
Name and address	

3 Other approvals

If you are currently an approved centre of another Awarding Body please indicate			
EDI	City & Guilds	Edexcel	NCFE
Other (please specify)			

4 Withdrawal/refusal of centre approval

Please state in the box below whether you have had a previous application for approval refused or withdrawn by an Awarding Body, or if you currently have any issues of non-compliance/malpractice, and the nature of these issues.

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SECTION C – Qualifications

Please state here the qualification type(s), title(s) and code(s) you wish to deliver. Ensure you have referred to the Guidance Notes to determine if any other information, supporting documentation or fees are required as part of your application.

Please take care to ensure that the correct qualification details are used. For a full list of the qualification types, titles and codes please refer to our website: <http://www.teachenglish.co.uk>

Qualification title and level	Scheme/Entry code	Proposed start date	Average No. of candidates per annum

3) the recording of accumulation and transfer of credits and exemptions

- has policies and practice that support equality of opportunity
- will provide LTTC and/or the regulatory authorities with access to records
- will co-operate with LTTC’s monitoring activities
- will support candidates in the event of centre closure
- has systems, where appropriate, for candidates appealing against internal assessment decisions
- has quality assurance and management processes that apply across all satellite locations
- will adhere to LTTC’s Terms and Conditions and Copyright as detailed on our website www.teachenglish.co.uk
- has arrangements in place to:
 - 1) obtain on behalf of its learners, a student number and a learner record
- where a partnership arrangement exists the respective roles and responsibilities are documented and made available to LTTC.

I confirm that all information supplied by or on behalf of the Applicant to LTTC in connection with this application is true, complete and accurate and that I am authorised to make this application to be registered as a training and assessment centre with LTTC.

I confirm I have read and agree to LTTC’s Terms of Business as per the agreement.

I understand and accept that LTTC retains to itself the interpretation of the conditions of the centre’s registration as an assessment centre in any dispute and reserves the right to withdraw approval in the event of our failure to comply with these conditions.

Signature of Head of Centre, Principal or Chief Executive	
Name in BLOCK CAPITALS	
Job title	
Date	

Please return the completed form and any attachments to:

The London Teacher Training College, Allocation Team, 60 Windsor Avenue, London SW19 2RR

You may also email the completed form in to: lttc@teachenglish.co.uk

Once we have reviewed your application a member of our team will contact you to let you know the outcome of your application and, if centre approval is agreed, provide you with the relevant qualification materials, handbook, etc.