

**Centre Approval Application (International)**

**This application form is for use by centres seeking approval to deliver LCCI IQ International and/or Pearson JETSET Qualifications only and are not already delivering these qualifications. Please do not use this form to apply for UK Accredited Qualifications including CertTEFL.**

Please complete all sections of the form in BLOCK CAPITALS and return to the address below or by email to [internationalenquiries@pearson.com](mailto:internationalenquiries@pearson.com):

International Enquiries

Pearson Plc

International House

Siskin Parkway East

Middlemarch Business Park

Coventry

CV3 4PE

**The application process will be delayed if the form is incomplete or if the information requested is not included. If you need any help in completing your application, please contact the Pearson International Enquiries team on +44 (0) 2476 518951.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Pearson Use Only** | |  | |  | | |
| Date received |  | | Approved by | |  |
| Date approved |  | | Processed by | |  |
| Date completed |  | | Centre code | |  |
| Declined (Reason) |  | | | | |

**Section 1**

**Centre details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full centre name** |  | | |
| **Full centre address (inc postcode)**  ***(this address will be used for all correspondence, including certificate dispatch)*** |  | | |
|
|
|
| **Full postal address for all invoices** |  | | |
| **Telephone number (inc. dialling code)** |  | **Fax number**  **(inc. dialling code)** |  |
| **VAT number**  **(Centres in EU Only)** |  | **Centre web address** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Do you have centre approval with any other examinations board(s)?** | If ‘Yes’ please provide information below: | | | | | | | | |
| **Has an examinations board ever refused you an application or removed centre approval status?** | If ‘Yes’ name the awarding body and give the reason and date of refusal or removal: | | | | | | | | |
| **What type of organisation is your centre?** | University | College | Training Company | State  School | | Language School | Private  School | | Chamber of Commerce |
|  |  |  |  | |  |  | |  |
| Other (please specify) | |  | | | | | | |
| **Letter of support body** | Ministry of Education | | Local Education  Authority | | Chamber of  Commerce | | | British Council | |
|  | |  | |  | | |  | |
| Other (please specify) | |  | | | | | | |

|  |  |
| --- | --- |
| **Head of centre** |  |
| **Examinations co-ordinator** |  |
| **Primary point of contact** |  |
| **Email address of point of contact** |  |

**Centre details - continued**

## Please provide details of any linked centres that require approval to offer the qualification(s)

## applied for. (Please complete additional pages if required):

**Please note**: To operate as a linked centre there must be a MoU or a direct business relationship between organisations. The main centre will be responsible for the Quality Assurance of examination delivery, co-ordination of candidate registrations and payments and will act as the main point of contact for any queries; the linked centre must be in the same country.

**Linked centre # \_\_**

|  |  |  |
| --- | --- | --- |
| **Centre/site name** |  | |
| **Centre/site address** |  | |
|
| **Use above address for shipping of examination materials** | | ❒ Yes ❒ No |
| **Centre/site contact** |  | |

**Linked centre #\_\_**

|  |  |  |
| --- | --- | --- |
| **Centre/site name** |  | |
| **Centre/site address** |  | |
|
| **Use above address for shipping of examination materials** | | ❒ Yes ❒ No |
| **Centre/site contact** |  | |

**Linked centre #\_\_**

|  |  |  |
| --- | --- | --- |
| **Centre/site name** |  | |
| **Centre/site address** |  | |
|  | |
| **Use above address for shipping of examination materials** | | ❒ Yes ❒ No |
| **Centre/site contact** |  | |

**Linked centre #\_\_**

|  |  |  |
| --- | --- | --- |
| **Centre/site name** |  | |
| **Centre/site address** |  | |
|
| **Use above address for shipping of examination materials** | | ❒ Yes ❒ No |
| **Centre/site contact** |  | |

**Section 2**

## Invigilation arrangements

Please confirm that all persons employed to carry out the invigilation of examinations have received adequate training in Invigilation rules and regulations as detailed below:

|  |  |  |
| --- | --- | --- |
| **2 Invigilation rules and regulations** | | |
| Ref | Criteria | Tick |
| 1 | No person who has taught any of the candidates in the examination subject may act as the **sole** invigilator. |  |
| 2 | No relative of, or person directly interested in, a candidate may invigilate an examination when this candidate is present. |  |
| 3 | Invigilators must be fully aware of their **roles and responsibilities** (see Section 2a). |  |
| 4 | At least one invigilator must be present throughout each examination. |  |
| 5 | Where there are more than 25 candidates, one additional invigilator is required for each additional 25 candidates, or part thereof. |  |
| 6 | In an *L* or *T* shaped room at least two invigilators must be present for the whole examination. |  |
| 7 | When only one invigilator is present this invigilator must be able to contact immediate assistance without disturbing candidates or leaving the room. |  |
| 8 | No persons not directly involved in the examination session are permitted to enter the examination room at any point (i.e. Principals, centre owners, teachers etc.). |  |

|  |  |
| --- | --- |
| **Name of staff member responsible for training and supervision of Invigilators** |  |

**Section 2a**

## Invigilation roles and responsibilities

**A – Arranging the examination room**

|  |  |
| --- | --- |
| A1 | Any display material that might be useful to candidates must be cleared from the walls. |
| A2 | Desks are positioned at least 1 metre apart (if partitions or screen filters are available, workstations may be closer together). |
| A3 | A wall clock should be clearly visible to all candidates. |
| A4 | Display a board showing the centre code and the examination start and finish times. |
| A5 | Make sure that the room is quiet and well lit. The room should also be well ventilated, at a reasonable temperature with sunlight glare blocked out. |
| A6 | Follow any subject-specific invigilation instructions. |
| A7 | Check you have a seating plan for the examination. |

**B – Indentifying candidates**

|  |  |
| --- | --- |
| B1 | Make sure you know the identity of every candidate in the examination room, by checking as necessary. |
| B2 | If you do not know the identity of a candidate you must check their photo-identity. |
| B3 | Make sure each candidate signs the attendance register and checks the spelling of his/her name. |

**C – Before the examination**

|  |  |
| --- | --- |
| C1 | Place a notice on the door of the room that says *‘Quiet please - examination in progress. No admittance’.* |
| C2 | Check the front of the question paper so you know what material candidates can use in the examination. |
| C3 | Check that candidates have not brought into the examination any material they are not allowed such as revision notes, mobile phones or electronic dictionaries. |
| C4 | Read out the *Instructions to candidates*. |
| C5 | Open the packet of question papers in the examination room. |
| C6 | Remind the candidates that they must fill in the details on the front of the answer booklet. |
| C7 | Tell candidates to read the instructions on the front of the question paper. |
| C8 | Tell candidates when they may begin and how much time they have to complete the examination. |

**D – During the examination**

|  |  |
| --- | --- |
| D1 | Allow late candidates to enter the examination room quietly but only if the examination has been in progress for less than 30 minutes. |
| D2 | Be vigilant and supervise the candidates at all times to prevent cheating. |
| D3 | If you discover cheating, take away any unauthorised material and allow the candidate to continue. This should be reported as malpractice on the invigilation report which must be submitted to Pearson. |
| D4 | Make sure that a responsible adult is available to accompany any candidates who need to leave the room temporarily. |
| D5 | Make sure candidates do not leave the examination room until at least 30 minutes after the start time. |
| D6 | Tell candidates to stop writing at the end of the examination. |

**E – After the examination**

|  |  |
| --- | --- |
| E1 | Collect all scripts and question papers before candidates leave the examination room ensuring that all details and question numbers answered on the front page of the scripts have been completed. |
| E2 | Arrange scripts in the order candidates appear on the attendance register. |
| E3 | Sign the invigilation report and record any late arrivals, disturbances or malpractice. |
| E4 | Make sure that scripts are kept in a secure place before being sent, by a secure, traceable method, to Pearson or your coordinating authority within **48 hours** of the examination. |

## Section 3

## Qualification(s)

## Please tick the qualification(s)/examination(s) for which you seek approval and indicate the expected number of candidates for year 1 and year 2 and the duration of course you plan to offer.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Tick** | **Qualification Code** | **Qualification Title** | **Expected number of learners** | | **Expected date of first examination** | **Course duration** (number of days/months) |
| **Year 1** | **Year 2** |
| **Language Qualifications** | | | | | | |
|  | ASEPENGFB | Preliminary Level English for Business |  |  |  |  |
|  | ASEEENGFB | Level 1 English for Business |  |  |  |  |
|  | ASEIENGFB | Level 2 English for Business |  |  |  |  |
|  | ASEHENGFB | Level 3 English for Business |  |  |  |  |
|  | ASEDENGFB | Level 4 English for Business |  |  |  |  |
|  | ASEEENGFC | Level 1 English for Commerce |  |  |  |  |
|  | ASEIENGFC | Level 2 English for Commerce |  |  |  |  |
|  | ASEHENGFC | Level 3 English for Commerce |  |  |  |  |
|  | SEFIC | Spoken English for Industry and Commerce (Preliminary to Level 4) |  |  |  |  |
|  | ASEEFT1 | Level 1 English for Tourism (Written and Spoken) |  |  |  |  |
|  | ASEEFT2 | Level 2 English for Tourism (Written and Spoken) |  |  |  |  |
|  | ASE1040 | Practical Business English |  |  |  |  |
|  | ASE20053 | Level 3 English for Accounting |  |  |  |  |
|  | ASE1007 | Preliminary Level German for Business |  |  |  |  |
|  | ASE1127 | Level 1 German for Business |  |  |  |  |
|  | ASE2127 | Level 2 German for Business |  |  |  |  |
| **Tick** | **Qualification Code** | **Qualification Title** | **Expected number of learners** | | **Expected date of first examination** | **Course duration** (number of days/months) |
| **Year 1** | **Year 2** |
|  | ASE3127 | Level 3 German for Business |  |  |  |  |
|  | ASEJETF / ASESETF | Foundation Level JETSET (JET & SET) |  |  |  |  |
|  | ASEJET1 / ASESET1 | Level 1 JETSET (JET & SET) |  |  |  |  |
|  | ASEJET2 / ASESET2 | Level 2 JETSET (JET & SET) |  |  |  |  |
|  | ASEJET3 / ASESET3 | Level 3 JETSET (JET & SET) |  |  |  |  |
|  | ASEJET4 / ASESET4 | Level 4 JETSET (JET & SET) |  |  |  |  |
|  | ASEJETSET5 | Level 5 JETSET |  |  |  |  |
|  | ASEJETSET6 | Level 6 JETSET |  |  |  |  |
|  | ASEJETSET7 | Level 7 JETSET |  |  |  |  |
|  | ELSA | English Language Skills Assessment (Reading, Writing, Speaking & Listening) |  |  |  |  |
|  | FELSA | Foundation English Language Skills Assessment (Reading, Speaking & Listening) |  |  |  |  |
|  | ASE610A | First Certificate for Teachers of Business English (FTBE) |  |  |  |  |
| **Financial and Quantitative Qualifications** | | | | | | |
|  | ASE9911 | Introductory Certificate in Book-keeping |  |  |  |  |
|  | ASE1003 | Level 1 Commercial Calculations |  |  |  |  |
|  | ASE1017 | Level 1 Book-keeping |  |  |  |  |
|  | ASE2007 | Level 2 Book-keeping & Accounts |  |  |  |  |
|  | ASE20050 | Level 2 Book-keeping & Accounts (IAS) |  |  |  |  |
|  | ASE2003 | Level 2 Business Calculations |  |  |  |  |
|  | ASE2009 | Level 2 Business Statistics |  |  |  |  |

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| **Tick** | **Qualification Code** | **Qualification Title** | **Expected number of learners** | | **Expected date of first examination** | **Course duration** (number of days/months) |
| **Year 1** | **Year 2** |
|  | ASE3009 | Level 3 Business Statistics |  |  |  |  |
|  | ASE2017 | Level 2 Cost Accounting |  |  |  |  |
|  | ASE3017 | Level 3 Cost Accounting |  |  |  |  |
|  | ASE3012 | Level 3 Accounting |  |  |  |  |
|  | ASE3902 | Level 3 Accounting (IAS) |  |  |  |  |
|  | ASE3003 | Level 3 Advanced Business Calculations |  |  |  |  |
|  | ASE3024 | Level 3 Management Accounting |  |  |  |  |
|  | ASE4502 | Level 4 Financial Accounting |  |  |  |  |
|  | ASE4902 | Level 4 Financial Accounting (IAS) |  |  |  |  |
|  | ASE20083 | Level 4 Certificate in Applied Business Economics |  |  |  |  |
|  | ASE20086 | Level 4 Award in Islamic Finance and Banking |  |  |  |  |
|  | ASE20084 | Level 4 Award in Business Finance and Banking Operations |  |  |  |  |
|  | ASE20061 | Level 2 Award in Principles of Credit Management |  |  |  |  |
|  | ASE20054 | Level 2 Award in Computerised Book-keeping Skills |  |  |  |  |
|  | ASE20055 | Level 3 Award in Computerised Accounting |  |  |  |  |
|  | ASE20051 | Level 3 Award in Professional Ethics in Accounting and Finance |  |  |  |  |
|  | ASE20060 | Level 3 Award in Principles of Auditing |  |  |  |  |
|  | ASE20059 | Level 3 Award in Principles and Practice of Costing |  |  |  |  |
|  | ASE20052 | Level 3 Award in Preparing Financial Statements for a Sole Trader |  |  |  |  |
|  | ASE20056 | Level 3 Award in Understanding Financial Statements |  |  |  |  |
| **Business, Administrative and IT Qualifications** | | | | | | |
|  | ASE1004 | Level 1 Audio Transcription |  |  |  |  |
| **Tick** | **Qualification Code** | **Qualification Title** | **Expected number of learners** | | **Expected date of first examination** | **Course duration** (number of days/months) |
| **Year 1** | **Year 2** |
|  | ASE2004 | Level 2 Audio Transcription |  |  |  |  |
|  | ASE3004 | Level 3 Audio Transcription |  |  |  |  |
|  | ASE4004 | Level 4 Audio Transcription |  |  |  |  |
|  | ASE1027 | Level 1 Business Administration (***expires 30 April 2014***) |  |  |  |  |
|  | ASE2407 | Level 2 Business Administration (***expires 30 April 2014***) |  |  |  |  |
|  | ASE3407 | Level 3 Business Administration (***expires April 2014***) |  |  |  |  |
|  | ASE20070 | Level 1 Business Administration (2012 syllabus) |  |  |  |  |
|  | ASE20071 | Level 2 Business Administration (2012 syllabus) |  |  |  |  |
|  | ASE20072 | Level 3 Business Administration (2012 syllabus) |  |  |  |  |
|  | ASE20077 | Level 1 Award in Text Production |  |  |  |  |
|  | ASE20078 | Level 2 Award in Text Production |  |  |  |  |
|  | ASE20079 | Level 3 Award in Text Production |  |  |  |  |
|  | ASE2304 | Level 2 Meetings |  |  |  |  |
|  | ASE3401 | Level 3 Meetings |  |  |  |  |
|  | ASEINTRET2 | Level 2 International Certificate in Retail Operations |  |  |  |  |
|  | ASE20073 | Level 2 Certificate in Business Principles and Practice |  |  |  |  |
|  | ASE20074 | Level 3 Certificate in Business Principles and Practice |  |  |  |  |
|  | ASE3128 | Level 3 Principles and Practice of Management |  |  |  |  |
|  | ASE3008 | Level 3 Business and Industrial Administration |  |  |  |  |
|  | ASE4503 | Level 4 The Legal Environment |  |  |  |  |
|  | ASE20010 | Level 2 Employability Skills |  |  |  |  |
|  | ASE20058 | Level 3 Award in Measuring and Improving Business Performance |  |  |  |  |
| **Tick** | **Qualification Code** | **Qualification Title** | **Expected number of learners** | | **Expected date of first examination** | **Course duration** (number of days/months) |
| **Year 1** | **Year 2** |
|  | ASE20057 | Level 3 Award in Introduction to Business Strategy and Planning |  |  |  |  |
|  | ASE20085 | Level 4 Certificate in Managing Business Performance |  |  |  |  |
|  | ASEPICT1 | Level 1 Practical ICT Skills |  |  |  |  |
|  | ASEPICT2 | Level 2 Practical ICT Skills |  |  |  |  |
|  | ASEPICT3 | Level 3 Practical ICT Skills |  |  |  |  |
| **Marketing and Customer Service Qualifications** | | | | | | |
|  | ASE10140 | Introductory Certificate in Marketing |  |  |  |  |
|  | ASE2014 | Level 2 Customer Service |  |  |  |  |
|  | ASE3014 | Level 3 Customer Service |  |  |  |  |
|  | ASE2025 | Level 2 Marketing |  |  |  |  |
|  | ASE3025 | Level 3 Marketing |  |  |  |  |
|  | ASE2018 | Level 2 eCommerce |  |  |  |  |
|  | ASE3018 | Level 3 eCommerce |  |  |  |  |
|  | ASE3026 | Level 3 Internet Marketing |  |  |  |  |
|  | ASE3002 | Level 3 Advertising |  |  |  |  |
|  | ASE2029 | Level 2 Public Relations |  |  |  |  |
|  | ASE3029 | Level 3 Public Relations |  |  |  |  |
|  | ASE3030 | Level 3 Selling & Sales Management |  |  |  |  |
|  | ASECCS2 | Level 2 Certificate in Contact Centre Skills |  |  |  |  |
|  | ASECCSS3 | Level 3 Certificate in Contact Centre Supervisory Skills |  |  |  |  |
|  | ASE1050 | Level 1 Certificate in Travel and Tourism |  |  |  |  |

For further information on LCCI qualifications please visit the LCCI website Qualification Search <http://www.lcci.org.uk/Qualification-Search.aspx>

**Diplomas**

Please indicate below if you intend to offer any of the LCCI Specialised Diplomas, Group Diplomas or Diplomas:

|  |  |  |  |
| --- | --- | --- | --- |
| **Tick** | **Diploma Title** | **Tick** | **Diploma Title** |
| **Specialised Diplomas – to be achieved within 6 months** | | | |
|  | Level 3 Specialised Diploma in Accounting and Finance |  | Level 3 Specialised Diploma in Managerial Accounting |
|  | Level 3 Specialised Diploma in Cost Accounting |  | Level 3 Specialised Diploma in Business Management & Accounting |
| **Group Diplomas – to be achieved within 3 months** | | | |
|  | Level 3 Group Diploma in Management Accounting |  | Level 3 Group Diploma in Business and Industrial Administration |
|  | Level 3 Group Diploma in Marketing |  | Level 3 Group Diploma in Principles and Practice of Management |
|  | Level 3 Group Diploma in Accounting |  | Level 3 Group Diploma in Cost Accounting |
|  | Level 3 Group Diploma in Public Relations |  | Level 3 Group Diploma in Selling and Sales Management |
|  | Level 3 Group Diploma in Advertising |  |  |
| **Diplomas – to be achieved within 24 months** | | | |
|  | Level 1 Diploma in Foundations of Business |  | Level 1 Diploma in Administration |
|  | Level 1 Diploma in Travel and Tourism |  | Level 2 Diploma in Business Studies |
|  | Level 2 Diploma in Computerised Accounting |  | Level 2 Diploma in Book-keeping and Accounts |
|  | Level 2 Diploma in Marketing |  | Level 2 Diploma in Business Administration |
|  | Level 2 Diploma in Secretarial Administration |  | Level 3 Diploma in Business English for International Managers |
|  | Level 3 Private Secretary’s Diploma |  | Level 3 Diploma in Business Administration |
|  | Level 3 Diploma in Computerised Accounting |  | Level 3 Diploma in Managerial Principles |
|  | Level 3 Diploma in Marketing |  | Level 3 Diploma in Business Studies |
|  | Level 4 Diploma in Accounting and Finance |  | Level 4 Diploma in Business English for International Managers |
|  | Level 4 Executive Secretary’s Diploma |  |  |

For further information on LCCI Specialised Diplomas, Group Diplomas and Diplomas please refer to the LCCI website <http://www.lcci.org.uk/diploma-qualifications.asp>

**Section 4**

**Quality assurance**

**Please indicate whether the following criteria are met at your centre:** *(Evidence of these may be requested as part of the approval process).*

|  |  |  |
| --- | --- | --- |
| **4a Resources** | | |
| Ref | Criteria | Tick |
| A1 | The centre’s **equal opportunities, access and fair examination policy** and practice is understood and complied with by learners 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 Pearson 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 local **Health & Safety regulations**. |  |
| A6 | There are **sufficient competent and qualified teachers and examiner personnel** to meet the demand of learners. |  |
| A7 | There is an established **appeals procedure** which is documented and made available to all learners. |  |
| A8 | Pearson must be notified of any changes which may affect the centre’s ability to meet the approved centre criteria. | |

**Quality assurance - continued**

**Please indicate whether the following criteria are met at your centre:** *(Evidence of these may be requested as part of the approval process).*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4b Conduct of tests and examinations** | | | | | | |
| Ref | | Criteria | | Tick | | |
| B1 | | The centre meets **Pearson 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 | |  | | |
| B2 | | The centre has appointed an **Examinations Co-ordinator** who will be **responsible for the administration and conduct of examinations**. | |  | | |
| B3 | | The Examinations Co-ordinator will appoint **responsible persons to act as invigilators**, **oral examiners** etc, as required. | |  | | |
| 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 (see Section 4a). | |  | | |
| B6 | | The centre has access to **an IT technician** during the examination period (IT qualifications and online assessments only). | |  | | |
|  |  | |  | |  | | |
| **4c Records** | | | | | | |
| Ref | | Criteria | | Tick | |
| C1 | | **Student records and details** of achievements are **accurate, kept up to date, securely stored** in line with Pearson requirements and **local Data Protection Acts** and available for external quality assurance and auditing purposes. | |  | |

**Quality assurance - continued**

**Please indicate whether the following criteria are met at your centre.** (Please complete additional pages if required):*(Evidence must be submitted as part of the application process).*

|  |  |  |  |
| --- | --- | --- | --- |
| **4d Examination rooms** | | | |
| Ref | Criteria | |  |
| D1 | Rooms / ICT resource suitable for the sitting of examinations are available onsite / offsite \* | |  |
| **Details of offsite facilities** | |  | |

\* Please delete as applicable. If examinations are to take place off site please include the centre name / code of the registered centre whose facilities you will be using or indicate that examination arrangements are handled by a local Representative / Ministry of Education / Co-ordinating Authority

**Please include copies of examination seating plans and photographs for each room that you plan to use for the conduct of examinations.**

**For each room please provide the following information:**

\* Delete / complete as necessary

|  |  |  |
| --- | --- | --- |
| Room number | Criteria | |
|  | Shape of room [square / rectangle / L shaped / T shaped / other] | |
|  | Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart) |  |
|  | Number of Invigilators required for examinations |  |
|  | Heating / cooling system fitted and operational |  |
|  | Suitable lighting fitted and operational |  |
|  | Emergency exit(s) clearly signposted / evacuation procedures clearly displayed |  |
|  | Toilet facilities available and clearly signposted |  |
|  | Secure storage for candidates belongings available |  |
|  | Invigilator training provided / supervision in place |  |
|  | Wall clock clearly visible |  |
|  | Disabled access available |  |

|  |  |  |
| --- | --- | --- |
| Room number | Criteria | |
|  | Shape of room [square / rectangle / L shaped / T shaped / other] | |
|  | Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart) |  |
|  | Number of Invigilators required for examinations |  |
|  | Heating / cooling system fitted and operational |  |
|  | Suitable lighting fitted and operational |  |
|  | Emergency exit(s) clearly signposted / evacuation procedures clearly displayed |  |
|  | Toilet facilities available and clearly signposted |  |
|  | Secure storage for candidates belongings available |  |
|  | Invigilator training provided / supervision in place |  |
|  | Wall clock clearly visible |  |
|  | Disabled access available |  |

|  |  |  |
| --- | --- | --- |
| Room number | Criteria | |
|  | Shape of room [square / rectangle / L shaped / T shaped / other] | |
|  | Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart) |  |
|  | Number of Invigilators required for examinations |  |
|  | Heating / cooling system fitted and operational |  |
|  | Suitable lighting fitted and operational |  |
|  | Emergency exit(s) clearly signposted / evacuation procedures clearly displayed |  |
|  | Toilet facilities available and clearly signposted |  |
|  | Secure storage for candidates belongings available |  |
|  | Invigilator training provided / supervision in place |  |
|  | Wall clock clearly visible |  |
|  | Disabled access available |  |

|  |  |  |
| --- | --- | --- |
| Room number | Criteria | |
|  | Shape of room [square / rectangle / L shaped / T shaped / other] | |
|  | Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart) |  |
|  | Number of Invigilators required for examinations |  |
|  | Heating / cooling system fitted and operational |  |
|  | Suitable lighting fitted and operational |  |
|  | Emergency exit(s) clearly signposted / evacuation procedures clearly displayed |  |
|  | Toilet facilities available and clearly signposted |  |
|  | Secure storage for candidates belongings available |  |
|  | Invigilator training provided / supervision in place |  |
|  | Wall clock clearly visible |  |
|  | Disabled access available |  |

|  |  |  |
| --- | --- | --- |
| Room number | Criteria | |
|  | Shape of room [square / rectangle / L shaped / T shaped / other] | |
|  | Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart) |  |
|  | Number of Invigilators required for examinations |  |
|  | Heating / cooling system fitted and operational |  |
|  | Suitable lighting fitted and operational |  |
|  | Emergency exit(s) clearly signposted / evacuation procedures clearly displayed |  |
|  | Toilet facilities available and clearly signposted |  |
|  | Secure storage for candidates belongings available |  |
|  | Invigilator training provided / supervision in place |  |
|  | Wall clock clearly visible |  |
|  | Disabled access available |  |

Please copy this sheet if necessary.

**The Head of Centre has confirmed the accuracy of the above information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Section 5**

**Provision of teaching / preparation of students**

**Please list below your teaching staff and the LCCI IQ / JETSET** **subjects that they teach with reference to the qualifications indicated in Section 3:**

|  |  |
| --- | --- |
| **5a Teaching staff** | |
| Name | Subject including Level |
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**We do not require copies of CVs for your teaching staff to be submitted with your application.**

**Teaching materials declaration**

It is the responsibility of centres to adequately prepare their students to sit for LCCI IQ / JETSET examinations. To assist centres with the teaching of students a range of support materials are available via the LCCI IQ website [www.lcci.org.uk](http://www.lcci.org.uk).

Please indicate below what materials will be used with / provided to candidates during their learning and preparation for LCCI IQ / JETSET examinations:

|  |  |  |
| --- | --- | --- |
| **5b Teaching material** | | |
| LCCI IQ / Pearson material | Used by teachers | Used by candidates |
| Syllabus |  |  |
| Teachers Toolkit (where available) |  |  |
| Sample papers |  |  |
| Past papers |  |  |
| Annual Qualification Review (where available) |  |  |
| How to Pass / Passport to Success publications (where available) |  |  |
| Centre sourced material (please list materials produced or sourced by your centre and used in the teaching / preparation of candidates) | Used by teachers | Used by candidates |
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**The Head of Centre has confirmed the accuracy of the above information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Section 6**

**Policies and procedures**

**Your centre must supply the following policies and procedures in support of application:** *(This evidence must be included with your application).*

|  |  |  |
| --- | --- | --- |
| **6 Policies and procedures** | | |
| Ref | Criteria | Tick |
| A1 | **Current prospectus** (or links to website or appropriate publicity materials) brief summary of the nature of your organisation. |  |
| A2 | **Physical resources** including details of teaching facilities and equipment. |  |
| A3 | **Human resources** must show that your organisation has appropriately qualified and experienced staff. |  |
| A4 | **Organisational structure**, a chart or diagram that briefly describes who is in charge of the organisation and who has responsibility for the various subjects. |  |
| A5 | **Quality assurance system** should include details of quality commitments, management of quality, systems for course design and development. |  |
| A6 | **Equal opportunities** policy and procedures. |  |
| A7 | **Health and safety** policy and procedures. |  |
| A8 | **Admissions/induction processes** for learners. Please outline how learners (including those with special requirements) are admitted on to the programme. |  |
| A9 | **Appeals procedure**. If you do not have a policy in place please provide information on how you will deal with appeals. |  |
| A10 | **External quality assurance**. Please provide any information concerning external audit, inspection or recognition. |  |

**The Head of Centre has confirmed the accuracy of the above information.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Section 7**

**Declaration**

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| --- |
| **Centre declaration** |
| I confirm that the centre **satisfies all Pearson requirements** in respect of this application and that the details are, to the best of my knowledge, correct. |
| Iconfirm that all staff members involved in the delivery of the programmes are **occupationally competent**. |
| I confirm that this application identifies a **single named point of accountability** for the quality assurance and management of the qualifications for which approval is sought. |
| I confirm that all examinations will be conducted according to **Pearson Rules of Examination**. |
| I confirm that all necessary arrangements are in place to ensure the **security of examination materials** both prior to and after examination sessions have taken place and that access to examination materials is suitably restricted. |
| I confirm that all relevant documentation relating to Section 4a (including Internal Quality Assurance Policy, Assessment Policy, Equal Opportunities Policy, Health & Safety Policy and centre’s Appeals Procedure) are included with this application. |
| I confirm that the centre will undertake to use buildings for assessment purposes that provide access for all learners in accordance with relevant legislation and Pearson’s Examination Guide for Centres. |
| I accept that Pearson will hold and process the information given and may use it for any purpose deemed relevant to the organisation. |
| I confirm that any changes to any of the information provided in this application will be notified to Pearson within 3 working days. |
| I can confirm I have read and agree to the Data Protection Policy. The Policy can be located on http://www.lcci.org.uk/become-a-centre.asp |

|  |  |  |  |
| --- | --- | --- | --- |
| **Head of Centre name** |  | | |
| **Job title** |  | | |
| **Signed** |  | **Date** |  |

**Pearson**

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UK

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[www.lcci.org.uk](http://www.lcci.org.uk)

