

Endorsed Programme Application Form

(New NCFE Customer)

NCFE uses Credit Safe to perform credit checks on new customer applications which are not public sector organisations for the purposes of deciding whether to offer credit, and also to prevent fraud, money laundering and any other unlawful activity. We reserve the right to request that a blended credit check be undertaken using these details. A blended check allows us to gain insight into the wider business interests and track records of the people behind the company, as well as the company's data. This credit check against individuals may subsequently show on an individual's credit history. From this check and where appropriate, NCFE may refuse credit and / or custom without further explanation.

Purchase Order Number

We require a Purchase Order from you for your initial centre application fee. This will be detailed on your invoice summary report and sent electronically to the finance contact provided on this application form. Please refer to our fees and pricing document.

Purchase Order Number:

1.	Please enter all details clearly handwritten or in typeface. We'll return your application form if it's incomplete or completed incorrectly.
2.	Please send the completed application form to the Accreditation & Employer Services team at the following address: NCFE Q6 Quorum Business Park Benton Lane Newcastle upon Tyne NE12 8BT Tel No: 0191 239 8000 Email: accreditationteam@ncfe.org.uk
3.	Should you require any further assistance or clarification for the purpose of completing this application form, please contact the Accreditation & Employer Services team on 0191 239 8000 or e-mail accreditationteam@ncfe.org.uk

Before you apply

In order to offer Endorsed Programmes please ensure you have the following policies in place, we may ask for evidence of these policies during our annual quality monitoring audit:

- equality and diversity
- safeguarding
- complaints procedure
- health and safety.

Before You Complete Your Approval Form Please Answer The Following Questions:

<p>1. Are you an Approved Centre for any other recognised Awarding Organisation ?</p>	<p>(Select as appropriate)</p> <p>Yes No</p> <p>If Yes, please name at least one recognised Awarding Organisation¹ and give your Centre Number and attach your evidence</p>	
<p>2. Have you ever been refused approval by a recognised Awarding Organisation?</p> <p><i>(if you answer Yes it won't necessarily prevent you from gaining approval)</i></p>	<p>(Select as appropriate)</p> <p>Yes No</p> <p>If Yes, please state:</p> <ul style="list-style-type: none"> • name of recognised Awarding Organisation¹ • reason for refusal • date of refusal 	
<p>3. Have you ever had your approval withdrawn by a recognised Awarding Organisation?</p> <p><i>(if you answer Yes it won't necessarily prevent you from gaining approval)</i></p>	<p>(Select as appropriate)</p> <p>Yes No</p> <p>If Yes, please state:</p> <ul style="list-style-type: none"> • name of recognised Awarding Organisation¹ • reason for withdrawal • date of withdrawal 	
<p>4. Do you currently have any sanctions applied upon you by any recognised Awarding Organisations?</p> <p><i>(if you answer Yes it won't necessarily prevent you from gaining approval)</i></p>	<p>(Select as appropriate)</p> <p>Yes No</p> <p>If Yes, please state:</p> <ul style="list-style-type: none"> • name of recognised Awarding Organisation¹ • reason for sanction • date of sanction 	
<p>5. Have you or any of your Directors worked with an approved NCFE centre which has gone into liquidation?</p>	<p>(Select as appropriate)</p> <p>Yes No</p> <p>If Yes, please give details of the centre.</p>	

¹A recognised Awarding Organisation is one which complies with the criteria of the recognition process of the regulatory authorities which include the Office of Qualifications and Examinations Regulation (Ofqual), Department for Children, Education, Lifelong Learning and Skills (DCELLS) and The Welsh Government. You can check a list of recognised Awarding Organisations at Ofqual's website



Section 1: Centre Details

National Centre Number: <i>(if applicable)</i>		
Registered Company Number:		
Centre Name:		
Main Address:		
Invoice Address: <i>(if different from the one provided above)</i>		
Telephone No:	Web Address:	

Centre type: (select the appropriate option)

FE – General	Hospital/Health Service	Local Authority – Adult Education
FE – Agriculture Horticulture	Voluntary Organisational/Charity	Local Authority – Training Dept
FE – Art, Design & Performing Arts	School	Local Authority – Licensing
FE – Specialist	Special Needs School/ College	Local Authority – Other
Independent School/ College	Higher Education Institution	Adult/Community Provider
Prison	Private Training Provider	Employer
Sixth Form College	Other (please specify)	



Principal or Head of Centre			
Title	First Name	Surname	Job Role
Contact Email		Direct Line	Site based at

Examinations Officer			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at

Finance Officer			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at

Details of satellite sites

A satellite is a site which is part of your company but operates from a different address to your main company address. The main site is responsible for the quality assurance of any satellite sites.

If you intend to deliver the Endorsed Programme you are applying for in satellite sites, please provide details of the satellite sites below:

NCFE Centre Number: (if they're already an NCFE approved centre)	
Site Name:	
Main Address	
Telephone Number	

Section 2: Details of the Endorsed Programme

Programme Title:

Endorsed Programme Contact Details:

Title:	
Name:	
Job Title:	
Email:	
Direct Line:	

Please mark which brand you'd like your Endorsed Programme to be approved under	
NCFE	
CACHE*	

*Please note: any programmes under the CACHE brand would have to be within the context of Health and Social Care or Early Years Education.

Endorsed Programme Type (please place an 'X' in the most appropriate box):			
Seminar		Presentation	
Workshop		CPD	
Materials		Framework	
Standards		Platform	
Other (please specify):			

Description of Programme:

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Please send a copy of your programme to us along with this application, or provide login details where appropriate.

What is the Rationale? <i>(Reason(s) for developing the Endorsed Programme)</i>	
Please give us a brief description of the aims and objectives of the Programme	
What are the methods of delivery?	
What is the Target group? <i>(Information on the learners that the programme is designed for)</i>	
Please describe the ongoing monitoring and review activities that will be applied	
What is the target date for the programme to start?	



Materially Different

Definition of materially different

When we review your programme we'll look at your reasons for developing it, including why our existing NCFE regulated qualifications don't meet your needs and we will also check if your programme is materially different to one of NCFE's regulated qualifications. The purpose of the materially different check is for us to be sure that your programme is not similar to one of our regulated qualifications. This helps to ensure that learners would not consider this as an NCFE owned and regulated qualification.

And so we would expect that you would check that it is not similar to another regulated qualification. If you need any advice on this, please do not hesitate to get in touch.

Please explain how your programme is materially different

Section 3: Centre Declaration

Please read the Advertising Stipulations for Endorsed Programmes before accepting this declaration.

I accept that NCFE will undertake a blended credit check of the centre (where applicable) before progressing this application.			
I can confirm that the content of this programme is original and doesn't infringe on any third party's copyright or Intellectual Property Rights. NCFE can in no way be held responsible for infringements of this kind.			
I confirm that the delivery staff are occupationally competent in the subject area			
I confirm that the centre will let NCFE know of any changes to the information below within 2 weeks of the change(s) taking place.			
I confirm that the centre will collect all personal data in accordance with Data Protection Legislation, and in particular that it has the consent of the learner for their information to be shared with NCFE.			
I accept that NCFE will hold and process electronically the information given and may use it for any purpose deemed relevant to the Endorsed Programme.			
I confirm that the centre will not advertise and promote provision as endorsed by us until the centre has received written confirmation from NCFE that endorsement has been awarded for the Endorsed Programme.			
I confirm that the centre won't advertise or promote the NCFE Endorsed Programme service in a manner that's likely to be misleading to learners or other users.			
I confirm that the centre's Senior Management Team supports this application to offer the Endorsed Programme as set out in this application.			
I confirm that we understands that this programme, that's recognised under the Endorsed Programme service, is considered by the Regulators and NCFE, to be unregulated provision and as such we won't make any verbal or written statements that would be likely to lead learners to believe the Endorsed Programme is a regulated qualification:			
<p>Regulators' Condition of Recognition B5 Declaration</p> <p>1. I confirm that we understand that this programme is considered, by the Regulators* and NCFE, to be unregulated provision and as such we will not make any verbal or written statement that would be likely to lead learners to believe that this programme is a regulated qualification when it is not a regulated qualification.</p> <p>2. I confirm that we will not advertise or promote this programme in a manner that is likely to be misleading to learners or other users**.</p> <p>3. I can confirm I understand the term 'materially different' and I can confirm that my programme is materially different to that of any regulated qualification that is owned by NCFE or NCFE</p>			
*The Regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Welsh Government in Wales and the Council for Curriculum, Examinations and Assessment (CCEA Regulation) in Northern Ireland.			
**Other users could include any organisation, professional body or learners' representatives who may review the programme on your website or in your publications.			
Signed: (Appropriate senior personnel) (not mandatory if you're completing this form electronically)		Job Title:	
Full Name: (Please print)		Date:	

Section 4: We love to hear your feedback

How did you find out about NCFE's Endorsed Programme Service? (please tick all that apply)

- | | |
|--|---|
| Own knowledge and experience of NCFE | Referral from colleague in another centre |
| Referral from colleague in own company | NCFE sales events |
| NCFE literature | Press article/advert |
| NCFE newsletter/emails | Trade press |
| NCFE Business Development Team | Other NCFE staff |
| NCFE website | Exhibition/Conference |
| Social networking sites | |
| Other (please specify): | |

What were your main reason/s for choosing to work with NCFE to endorse your programme?
(please tick all that apply)

- | | |
|---------------------------|-------------|
| Price | Flexibility |
| Switching from another AO | Service |
| Other (please specify): | |