

Application Form for Recognised Centre Status CTH Management Programmes



Institutions wishing to offer CTH Management Programmes should complete this form and return it with the required documentation/ registration fee to:
CTH, 37 Duke Street, London W1U 1LN, UK

Criteria for Centre Acceptance

Applicants should have and provide evidence of the following:
(a) appropriate premises, facilities and equipment (b) qualified and experienced staff (c) government approvals as required (d) have English as the medium of tuition. Please see 'Part 2' of this application for further requirements.

Terms & Conditions of Acceptance

It is a condition of granting 'Recognised CTH Centre' status that the Institution granted this status accepts that all material provided by CTH is confidential, and copyright of CTH. Any dispensation granted in the reproduction of text is specifically granted and only remains whilst the Centre maintains its approved status and any fees due to CTH are fully paid. This dispensation may be withdrawn at any time if in the opinion of CTH the Institution is in breach of these conditions.

Please note: The application to offer CTH Travel Programmes including the Virgin Atlantic/GTMC, Star Alliance/GTMC fares and ticketing and Galileo GDS qualifications is a separate process. For more information contact Travel Programmes at CTH.

Office use only

Comments:

Actions:

Approved:

Part 1: Centre Details

Full name of Centre

Address

Country

Person to whom correspondence should be sent

Email address for Correspondent

Point of contact at the centre who is accountable for the quality assurance and management of CTH qualifications (name and title)

Names and addresses of any branch or associated institutions (if applicable) and whether they will also offer CTH Management Programmes. If your centre is made up of more than one organisation then roles, responsibilities and accountabilities of each partner must be clearly outlined and appended to this application. Further, the lines and nature of communication between each partner must be clearly explained.

Branch 1

Branch 2

Please use an extra sheet if necessary

Telephone

Fax

E-mail

Website address

Principal/director's name

Names of other directors/owner

Date the centre was established

If registered company quote no.

Are you registered with your local Ministry of Education? Yes No If yes, give reference no.

Have you operated under any other name? Yes No If yes, please state that name

Centre Type

University College of Higher Education College of Further Education Sixth-Form College

Adult Education Centre Training Organisation (public sector) Training Organisation (private sector)

In-company training department Other (please specify) _____

Current Course Details

List here other courses that are offered at your institution and the approximate number of students enrolled each year. Please indicate whether the students are full-time or part-time.

Please use an extra sheet if necessary

List any professional or examining bodies which recognise your institution as a teaching centre. State whether this is as an internal or external examination centre.

List any examinations held at your institution with the approximate numbers sitting at any one time. (These should be examinations of recognised examining bodies.)

Examination	Students per annum
Examination	Students per annum
Examination	Students per annum
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Examination	Students per annum
Examination	Students per annum

CTH Management Programme Details

Which CTH Management Programme courses are you seeking approval to run?

Summary of Intention

Please give a summary of the type of candidates you wish to deliver CTH Management Programmes for.

Facilities & Equipment

What facilities and equipment can your institution offer to students wishing to study CTH Management Programmes?

Classrooms

Number of classrooms/lecture rooms

Please list any teaching aids (eg Overhead Projector) and capacity

Specialist Rooms

Number of large computer rooms (capacity: 16 students +)

Please list hardware/software provision and capacity

Recognition of excellence

Please give details of other recognitions of excellence, for example Investors in People, ISO9000 etc, with approval dates.

External Audits

Please give details of any external quality assurance audits your centre has been subjected to over the last three years.

Staffing Details

Please give details of the member of staff who will be the academic head of the CTH Management Programmes you wish to run. Please attach a brief CV.

Name

Qualifications

Years with institution

 How are they employed? Full-time Part-time

Please give details of any other academic staff currently employed by your institution who will be teaching on CTH Management Programmes.

Name

Qualifications

Subjects taught

Years with institution

 How are they employed? Full-time Part-time

Name

Qualifications

Subjects taught

Years with institution

 How are they employed? Full-time Part-time

Please use an extra sheet if necessary

Part 2: Centre Requirements

Policy and Procedure Statements

Please tick the box(es) below to confirm that the centre has in place the relevant and up to date arrangements / documentation relating to the policies, procedures and requirements below . Please also indicate the date of the most recent version where requested.

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Health and safety policy | <input type="checkbox"/> Equal opportunities policy | <input type="checkbox"/> Access to fair assessment statement | <input type="checkbox"/> Data Protection |
| Date: | Date: | Date: | Date: |

Centre Agreement and Declaration

Please tick the boxes below to demonstrate that the centre agrees to CTH's centre requirements.

Centre requirements relating to candidates

I declare that the centre:

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

Centre requirements relating to its obligations to CTH

I declare that the centre:

- will be aware that the information supplied to CTH could be required by the regulatory authorities.
- will ensure that internally assessed work is submitted to agreed deadlines as specified by CTH.
- will report immediately to CTH any suspected malpractice in line with the statutory regulation 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 CTH with access to premises, staff / contracted staff and records, and to cooperate with CTH's monitoring activities.
- will ensure that it has have in place or adheres to the policy(ies) and, or procedure(s) of CTH, for those required by CTH.
- 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 CTH following sufficient notice.
- complies with all relevant legal, regulatory criteria and codes of practice as directed by CTH.
- agrees to abide by all stipulations by the respective CTH concerning the use of the CTH logos.

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, portfolios of evidence, before, during and after the 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 CTH, clients and candidates.
- will provide all new staff with an induction to the centre.
- 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 all satellite sites affiliated to the centre, for example remote assessment sites or delivery points.

Have you attached?

- Appropriate and relevant lecturer CV's Centre brochure Centre fee sheet

Declaration

I confirm that we meet all CTH requirements in respect of this application for Centre Accreditation, that we accept the terms and conditions detailed below, and that all the details given are, to the best of my knowledge, correct.

I understand that any accreditation granted can be withdrawn if:

- there are outstanding debts over 60 days.
- quality issues have been identified at the centre which the centre has shown an unwillingness or inability to resolve, given a reasonable period of time.

Signed _____

Name _____

Title _____

Date _____

Institution Stamp

Terms & Conditions

- Following the receipt of this form, CTH will process the Application for Centre Accreditation and you will be contacted within 28 working days to agree a date for an Accreditation visit.
- At the Accreditation visit you will be advised of CTH's decision regarding accreditation and any action necessary will be agreed with you.
- If the Centre is successful in its application, provisional accreditation will be granted. This may only be upgraded to full accreditation following; full payment of the Accreditation fees to CTH, successful completion of any action points agreed at the Accreditation visit.
- Until Accreditation fees are paid, CTH reserves the right not to process any candidate registrations.
- Following payment of Accreditation fees, candidates may be registered as students with CTH. Until candidate fees are paid, CTH reserves the right not send any examination material to the centre, or, should the situation arise, issue any certificates to the successful candidates.
- With all invoices, the payment terms are strictly 30 days from the date of invoice. In the cases of late payment CTH reserves the right to charge interest at 1% over the Bank of England base rate.
- All assessed work and examination materials submitted to CTH will become the property of CTH and, with all references to the candidate and company names removed, will be available for use for training purposes.
- Access to the centre must be made to CTH staff or representatives to review the programme operation or test the security of the assessment taking place.
- All live examination material is returned to CTH and copies are not made (this includes question papers and assignment task sheets).
- The centre must take responsibility for ensuring that candidates' work is their own unaided work and that excessive help (over and above the guidance in CTH policy for coursework) is not given.
- Confidentiality of CTH material must be maintained at all times.