

Application to offer an additional product(s)



Where Service Matters

Guidance Notes

Thank you for continuing to choose NCFE qualifications and awards.

As you're already an NCFE Approved Centre, we've tried to make it quick and easy for you to offer additional products. All you need to do is complete and return this short form.

If you're not already an NCFE Approved Centre you will need to complete the Application to become an NCFE Approved Centre instead of this form. If you're applying for accreditation for a customised award, you will need to complete and return the Customised Award Accreditation Submission Form.

If you are applying for an Investing in Quality licence, please complete the Investing in Quality Licence Application form.

Please check the relevant product specification before returning this form to make sure you can meet all the delivery requirements (eg qualified staff, appropriate resources, etc). You can download all forms and product specifications from www.ncfe.org.uk or can request hard copies from the Centre Support team on 0191 239 8000 or by emailing info@ncfe.org.uk.

Once you have completed the form, please fax it back to 0191 239 8001 or post it to NCFE, Citygate, St James Boulevard, Newcastle upon Tyne, NE1 4JE.

What happens next?

Once we receive your completed form we'll check the information you've supplied, update your details and send you confirmation that you are now able to offer this product – it really is that simple! If you're applying for NVQs you may need a centre approval visit. If you're not sure how to complete any part of this form, or need some more information, please call the Centre Support team on 0191 239 8000 or email info@ncfe.org.uk and we'll be happy to help.

Section 1: Centre Details

National Centre Number: (if applicable)			
Centre Name:			
Principal or Head Centre	Title:	First Name:	Surname:
Principal or Head of Centre Address			
Contact Email	Direct Line	Site based at	
Examinations Officer	Title:	First Name:	Surname:
Examinations Officer Address			
Contact Email	Direct Line	Site based at	

Section 1 (Continued): Centre Details

For NVQs only

Have you been approved by another QCA recognised Awarding Body for NVQs?

If yes, please detail, if no; please note you'll require a centre approval visit.

Are you currently working in partnership with any organisation in the delivery, assessment, administration or quality assurance of the NVQ?

If yes, please state the organisation details including roles, responsibilities and accountabilities

Have you been awarded Direct Claim Status for the product(s) you're applying for approval for?

If yes, please state the Awarding Body and date awarded.

Section 2: Product Details

We intend to run the following NCFE product(s):

If you are applying to offer multiple products and there's not enough space below, please photocopy the form. The relevant product specification, available from the NCFE website, will provide the information you require in order to complete this section.

Product No.		Qualification/Award Title (Including Level)	
Product Contact Details: (Person accountable for quality assurance and management of this NCFE product)			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at

Product No.		Qualification/Award Title (Including Level)	
Product Contact Details: (Person accountable for quality assurance and management of this NCFE product)			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at

Section 2 (Continued): Product Details

Product No.		Qualification/Award Title (Including Level)	
Product Contact Details: (Person accountable for quality assurance and management of this NCFE product)			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at

Section 3: Centre Declaration

Please sign to confirm the following statements:

I confirm that the Centre will meet all the requirements of NCFE's Approval Criteria as detailed on the NCFE website in respect of this application, and that the details are, to the best of my knowledge, correct.	
I confirm that all staff members involved in the delivery of the product(s) are occupationally competent and that, for each product of study, there is at least one Tutor/Assessor and one Internal Moderator/Verifier, who are different members of staff.	
I confirm that the Centre's Senior Management Team supports this notification to offer an additional product(s).	
I accept that NCFE will hold and process electronically the information given and may use it for any purpose deemed relevant to the product.	
Signed: (Appropriate Senior Personnel)	Job Title:
Full Name: (Please print)	Date:

How did you find out about these products?

- | | | | |
|---|--------------------------|---|--------------------------|
| Own knowledge and experience of NCFE | <input type="checkbox"/> | Referral from colleague in other centre | <input type="checkbox"/> |
| Referral from colleague in own centre | <input type="checkbox"/> | Exhibition/conference | <input type="checkbox"/> |
| Direct mail | <input type="checkbox"/> | Press article/advert | <input type="checkbox"/> |
| NCFE News | <input type="checkbox"/> | NCFE website | <input type="checkbox"/> |
| NCFE National Business Development Team | <input type="checkbox"/> | Other (please specify) | _____ |
| Other NCFE staff | <input type="checkbox"/> | | |