

Endorsed Programme Application Form

(Existing NCFE Customer)

This application form is only for those customers who are already approved by NCFE to deliver our qualifications and/or programmes. If you are not already approved then you will need our Endorsed Programme application form for 'new' customers, which can be downloaded from our website.

Our review panel will only consider this submission if you are already approved to work with us.

1.

Please enter all details clearly handwritten or in typeface.
We'll return your application form if it's incomplete or completed incorrectly.

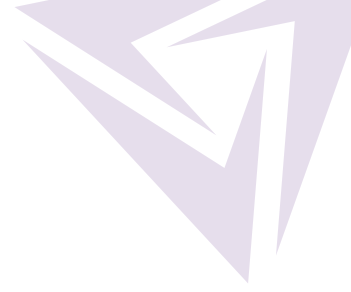
2.

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 8108
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 8108** or e-mail accreditationteam@ncfe.org.uk



Section 1: Customer Details

| | | |
|------------------|---------------|--------------|
| Company Name: | | |
| Main Address: | | |
| Invoice Address: | | |
| | Telephone No: | Web Address: |
| | | |

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:

| | |
|--|--|
| National Centre Number <i>(if applicable):</i> | |
| NCFE Centre Number: <i>(if they're already an NCFE approved centre)</i> | |
| Site Name: | |
| Main Address | |
| Telephone Number | |



Details of sub-contract arrangements

If you will be delivering your Customised Qualification via a sub-contract arrangement or advertising it through any third parties we need to know the details for these partners. Please complete the table below with as much detail as possible.

*Please note: as the lead centre for Customised Qualifications it is your responsibility to ensure all third parties adhere to our advertising stipulations for Customised Qualifications.

| | |
|--------------------------|--|
| Third party company name | |
| Contact name | |
| Contact details | |
| Nature of relationship | |
| Links to online presence | |

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:

| |
|--|
| |
|--|

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 programme 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 any 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.

We would require that you would check that it is not similar to any other 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: Company Declaration

Please read the Stipulations for advertising and promoting Endorsed Programmes before accepting this declaration, which can be found here: <https://www.ncfe.org.uk/accreditation-and-employer-services/endorsed-programmes>

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 company will let NCFE know of any changes to the information below within 2 weeks of the change(s) taking place.

I confirm that the company 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 company will not advertise and promote provision as endorsed by us until the company has received written confirmation from NCFE that endorsement has been awarded for the Endorsed Programme.

I confirm that the company 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 company's Senior Management Team supports this application and to offer the Endorsed Programme as set out in this application.

Regulators' Condition of Recognition B5 Declaration

1. I confirm that we understand that this programme is considered, by the qualification 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.
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**.
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 CACHE

*The qualification Regulators are the Office of the Qualifications and Examinations Regulator (Ofqual) in England, Qualifications Wales (QW) and the 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)

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 company |
| 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 Awarding Organisation | Service |
| Other (please specify): | |