

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 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 and 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 and Employer Services team on 0191 239 8108 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), Qualifications Wales (QW) and CCEA Regulation in Northern Ireland. You can check a list of recognised Awarding Organisations at Ofqual's website.



Section 1: Company Details

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

Company 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 Company			
Title	First Name	Surname	Job Role
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:

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

Details of sub-contract arrangements

If you will be delivering your Endorsed Programme 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 customer for Endorsed Programmes it is your responsibility to ensure all third parties adhere to our advertising stipulations for Endorsed Programmes.*

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:

This would be the best person to contact about your Endorsed Programme

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 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 Endorsed 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 accept that NCFE will undertake a blended credit check of the company (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 company will let NCFE know of any changes to the information within this declaration 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 to offer the Endorsed Programme as set out in this application.									
<p>Regulators' Condition of Recognition B5 Declaration</p> <p>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.</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 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.									
<table border="1"> <tr> <td colspan="2">Signed: (Appropriate senior personnel)</td> <td colspan="2">Job Title:</td> </tr> <tr> <td colspan="2">Full Name: (Please print)</td> <td colspan="2">Date:</td> </tr> </table>		Signed: (Appropriate senior personnel)		Job Title:		Full Name: (Please print)		Date:	
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):