

**Application to become an accredited
centre to deliver qualifications from the
Awarding Organisation the Academy of
Oriental Cuisine.**

April 2012

Submission to the Academy of Oriental Cuisine should be made by e-mail with a hard copy of the application form and any related evidence posted to the Head Office site in the UK.

Please keep this form as a master copy.

Application for centre approval

Please keep this form as a master copy.

Submit this form **only** if your organisation is **not** currently approved to offer any qualifications through the Academy of Oriental Cuisine Ltd.

If completing this form by hand, please use **black ink** and **block capitals**.

Details of Your Organisation:

1. Please enter appropriate details. All formal correspondence and documentation will be sent to the address you provide.

Name of Organisation.....

Address.....

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Postcode.....

Telephone no (landline)

Fax no.....

Email address.....

Company website

2. Date of formation of Organisation

(dd/mm/yyyy)

Please list the name of the Owners, Directors and Officers of the organisation.

Owners:

Directors:

Officers:

3. Please supply full details of the Owners, Directors and Officers

Including full name, home address, date of birth, landline phone number, e-mail and qualifications.

Please give the names of two people willing to write in support of the Organisation's application for accreditation on Appendix A. At least one should be able to provide a personal reference.

4. Is the Organisation a subsidiary of another Organisation?

Yes No

If yes, please give full details including name, legal status, country in which the organisation was founded/incorporated etc.

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5. Is the Organisation a **sub company** of another company?

Yes No

If yes, please supply information requested in questions 1, 2 and 3 for the sub company.

6. Is the Organisation a **limited company**? Yes No

If yes, please complete the information below:

Company Name:

Registration Number:

Date of Registration (dd/mm/yyyy).....

Is the company limited by shares or by guarantee?.....

7. If the Organisation is not a limited company, please state the terms on which the business operates.

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8. Name and Address of the Organisation's Bankers

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9. Name and Address of the Organisation's Accountants

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10. Please enclose a copy of the last three years' audited annual accounts.
(If these are not available then you will need to state why)

11. Are the premises owned or leased by the Organisation?

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If leased, please give the expiry date for the lease (dd/mm/yyyy)

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12. Do you have Employer's Liability Compulsory Insurance?

Yes No

13. Has your organisation registered with the Information Commissionaire's Office.

Yes No

14. Is your organisation registered or accredited with a governing body even if you do NOT NEED to do so to operate legally.

Yes No

15. If you ticked the yes box in 12, please add your accreditation or registration details to the table below.

Names	Number	Expiry Date

Tick this box if there is more accreditation / registration details which has been submitted on an additional paper.

16. Does your organisation NEED to be registered or accredited to a governing body to operate legally?)

Yes

No

17. If you ticked the yes box in 14, please add your accreditation or registration details to the table below.

Names	Number	Expiry Date

Tick this box if there is more accreditation / registration details which has been submitted on an additional paper.

18. If your centre is currently offering any of the following qualification types through other awarding bodies, please indicate in the appropriate box(es) the number of qualifications offered for each type.

N/SVQs

Other vocational qualifications

GNVQs

Other general education qualifications

Academic or professional qualifications

Other English Language Qualifications

19. Please tick the appropriate boxes to indicate whether your centre has had a previous application for centre approval withheld or approval withdrawn, and by whom.

Approval withheld		Yes	No	Approval withdrawn		Yes	No
1)	<input type="checkbox"/>	<input type="checkbox"/>	2).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	<input type="checkbox"/>	<input type="checkbox"/>	4).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Academy of Oriental Cuisine Ltd may be required to pass this information on to regulatory authorities and/or Government bodies.

20. If you have had accreditation sanctioned please state what level sanction and give the date.

I. Award Body:

Sanction Level:

Date:

II. Award Body:

Sanction Level:

Date:

III. Award Body:

Sanction Level:

Date:

21. If you have had accreditation removed please state the reason, the date and supply letters or evidence from the awarding body as to the reason.

22. You must tell us if any of the staff in your application have any convictions or penalties.

Has any of the senior management or management been:

- convicted of an offence in the list of immigration offences which undermines the immigration control (Appendix B) (Convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 will not be taken into account);or
- convicted on any other offence which is still 'unspent' or
- an un-discharged bankrupt, or is legally prevented from becoming or acting as a company director.

Yes

No

23. If yes, please give details of the conviction or penalty and the date it was given.

Accreditation Request Details:

24. Please list the range of qualifications for which you will be seeking qualification approval.

25. Please tick the appropriate box(es) to indicate whether delivery and/or assessment of the qualifications will be offered at any satellite sites.

Test Only Delivered at Satellite Site

Training Delivered at a Satellite Site

Training and Test will be delivered at Satellite Site

26. If you ticked any of the boxes in 22 briefly describe the geographical spread of the satellite sites and state the number of sites in each location

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briefly explain the relationship between your centre and its satellite sites

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27. Please enclose a diagram of the staffing structure
To deliver Training please list the staff

Teaching Staff Full Time.....

 Part Time.....

 Temporary / Occasional Staff.....

28. Please enclose CV's for all teaching staff

29. Name of person who will be responsible for the quality assurance of all the Academy of Oriental Cuisine Ltd qualifications your centre intends to offer. This person will be referred to as the Quality Assurance Co-ordinator (QAC).

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Email address.....

30. Official position.....

31. Telephone no
(if different from above)

Fax no/email address.....
(if different from above)

32. Name of person who will be responsible for the safe storage, distribution and marking of the exam papers. This person will be referred to as the Exams Co-ordinator. (EC)

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Email address.....

33. Details of the qualification(s) you wish to offer with projected numbers of the amount of candidates for the next two years.

Qualification Title	Level	Date of First Assessment (approx) dd/mm/yyyy	No of registration/ entries (approx)	
			Year 1	Year 2

34. Please provide brief details of your proposed candidate intake for this qualification, indicating whether candidates will be in full or part time education/training/employment or unemployed.

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35. The evidence you intend to present at the time of the approval visit should be identified in the box headed 'your evidence'. Examples are provided, although alternative evidence, so long as this satisfies the criteria, is acceptable. **Please be specific and refer to your actual documents/systems/procedures by name if available.**

External verifiers undertaking qualification approval/verification visits will require access to the evidence cited on your application form(s). All approved centres are audited by AOC to ensure continuing compliance with centre/qualification approval criteria. By submitting an application for approval, the centre is committing itself to maintaining the arrangements that meet those criteria.

Requirements

36. The Centre is required to take all reasonable steps to comply with requests for information or documents made by the AOC or Ofqual as soon as practicable.

Yes

No

37. The Centre is required to assist the AOC in carrying out any reasonable monitoring activities and to assist Ofqual in any relevant investigations.

Yes

No

38. The Centre is required to operate a complaints handling procedure or appeals process for the benefit of the learners.

Yes

No

39. In the event that the Centre is withdrawn (whether voluntarily or not) from delivering AOC qualifications, we will require you to notify us immediately and within 5 working days, submit a written confirmation of the steps that the Centre plans to take in order to protect the interests of Learners.

Yes No

Criteria - Internal Systems	Examples of evidence	Your evidence
C1 The centre has/will develop aims and policies for promoting, implementing and reviewing the qualifications for which approval is sought.	<ul style="list-style-type: none"> • Confirmation via centre marketing materials/business plan. 	
C2 Procedures are specified for communicating throughout the centre about the implementation of the qualifications.	<ul style="list-style-type: none"> • Communication flowcharts • Written/oral explanation of procedures used/to be used. 	
C3 Procedures are specified for communicating between the teams responsible for implementing the qualifications/examinations.	<ul style="list-style-type: none"> • Centre QAC identified • Confirmation that schedules/records of team meetings will be maintained • Written/oral explanation of procedures used/to be used (e.g. candidates' initial assessment procedure). 	
C4 The roles, responsibilities, authorities and accountabilities of the assessment and verification team across all assessment sites are clearly defined, allocated and understood.	<ul style="list-style-type: none"> • Records of all assessment sites and personnel • Documented quality assurance procedures • An organisational chart • Documented and signed agreements indicating the lines of accountability of partner organisations in relation to the management of assessment and internal quality assurance • CVs of the teachers and internal verifiers. 	

Criteria - Internal Systems	Examples of evidence	Your evidence
C5 The centre has/will develop an explicit policy on equal opportunities relevant to the QCF arrangements relating to equality and diversity.	<ul style="list-style-type: none"> • Copy of the policy and/or details of how it is/will be made known to all those involved with assessment. 	
C6 The centre's access to assessment policy and practice is understood and complied with by candidates and assessors.	<ul style="list-style-type: none"> • Documented policies and procedures • An action plan for the implementation of the equal opportunities. 	
C7 Information, guidance and advice on equal opportunities is/will be provided for new candidates, staff and work providers.	<ul style="list-style-type: none"> • Relevant information, and details of how this is provided to all those involved with assessment 	
C8 The recording system design enables/will enable candidates' achievements including recognition of prior learning (RPL) to be evaluated in relation to the centre's equal opportunities policy.	<ul style="list-style-type: none"> • Example of record forms. • Written/oral explanation of procedures used/to be used. 	
C9 There is an appeals procedure which is documented and made available to candidates (see Section 11).	<ul style="list-style-type: none"> • Documented appeals procedure including details of grounds for appeal and timescales • Records of appeals made and outcomes. 	
C10 An effective system for quality assurance of assessment is in place/will be developed.	<ul style="list-style-type: none"> • Quality assurance flow/organisational chart showing roles, responsibilities and reporting lines • Written/oral explanation of procedures used/to be used for reviewing/ evaluating/ improving quality assurance and for acting on feedback from quality 	

	assurance meetings/reviews. Written/oral explanation of procedures used/to be used for providing quality assurance information and support to satellite sites.	
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Criteria - Staffing	Examples of evidence	Your evidence
C11 There are sufficient occupationally competent and qualified assessors to assess for the qualification.	<ul style="list-style-type: none"> • Criteria for appointment of assessors • Curriculum Vitae for each assessor • Copies of certificates achieved. 	
C12 There are sufficient occupationally competent and qualified IMs/QC to ensure quality assessments.	<ul style="list-style-type: none"> • Criteria for appointment of IMs/QCs • Curriculum Vitae for each IV/QC • Copies of certificates achieved. 	
C13 IMs/QCs have appropriate access to assessors for assessment decisions and practices to be regularly reviewed and acted upon to ensure consistent fair assessment.	<ul style="list-style-type: none"> • Schedules/records of meetings or other contact between IMs/QCs and assessors • Confirmation that sufficient time is allocated for above • Internal verification plans 	
C14 IMs/QCs have appropriate access to assessors for assessment decisions and practices to be regularly reviewed and acted upon to ensure consistent fair assessment.	<ul style="list-style-type: none"> • Schedules/records of meetings or other contact between IMs/QCs and assessors • Confirmation that sufficient time is allocated for above • Internal verification plans 	

C15 Sufficient time is allowed for administering the programme.	<ul style="list-style-type: none"> • Work schedules/timetables. 	
C16 There is effective communication within the assessment team and with the awarding body.	<ul style="list-style-type: none"> • Staff handbooks and updates • Organisational charts • Minutes of team meetings • Records of communication with the awarding body 	
C17 Information, advice and guidance on assessment is provided to candidates and to potential candidates.	<ul style="list-style-type: none"> • Written/oral explanation of how candidates can access information and guidance on assessment • Written/oral explanation of how candidates are provided with appropriate documentation 	

Criteria - Staffing	Examples of evidence	Your evidence
C18 Procedures for maintaining and updating databases (IT or manual) are specified. Database seen in operation	<ul style="list-style-type: none"> • Written/oral explanation of procedures used/to be used. 	
C19 External administrative requirements will be fulfilled promptly and correctly. Knowledge and understanding of the requirements are demonstrated	<ul style="list-style-type: none"> • Written/oral explanation of procedures used/to be used 	
C20 Resources in relation to individual qualification requirements will be identified and provided (if applicable).	<ul style="list-style-type: none"> • Procedures used/to be used for reporting to senior management on resource availability and additional needs • Procedures used/to be used to identify resource deficiencies and to prioritise and meet resource needs 	

	<ul style="list-style-type: none"> • Documented health and safety policy • A safe in a secure room/area for the retention of examination/ assessment material. 	
C21 Staff will be allocated sufficient time to undertake their designated roles and responsibilities.	<ul style="list-style-type: none"> • Details of candidate induction programme and arrangements for assessment planning • Written/oral explanation of guidance and support systems for reviewing candidate/assessor/IV performance and acting on the review • Written/oral confirmation that sufficient time will be allocated for providing candidates with information/advice/support. 	
C22 Staff development needs will be systematically reviewed.	<ul style="list-style-type: none"> • Policy of the process used to identify and meet staff development needs. 	

Criteria - Staffing	Examples of evidence	Your evidence
C23 A staff development programme is/will be provided.	<ul style="list-style-type: none"> • Details of induction programme for staff new to the qualifications. • Information on recent/planned staff development events. • Details of arrangements to enable assessors and internal verifiers to achieve the relevant qualifications (where appropriate) • Details of arrangements to support unqualified 	

	<p>assessors and internal verifiers while they are working towards qualification (where appropriate)</p> <ul style="list-style-type: none"> • Written/oral explanation of procedures for taking remedial action to support staff experiencing difficulties. 	
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Criteria – Training	Examples of evidence	Your evidence
C24 Candidate's development needs are matched against the requirement of the qualification and an agreed assessment plan is established.	<ul style="list-style-type: none"> • Candidate initial assessment procedure • Candidate assessment plans • Candidate/trainee contracts. 	
C25 Candidate's have access to well organised training schedules which cover the correct level of English.	<ul style="list-style-type: none"> • Scheme of work • Lesson plans • Tutorial records • Homework plans 	
C26 Candidates have regular opportunities to review their progress and goals and to revise their assessment plan accordingly.	<ul style="list-style-type: none"> • Candidate assessment plan • Examples of revisions to assessment plans. 	
C27 Accurate records of the assessment of candidates are maintained.	<ul style="list-style-type: none"> • Example record of a candidate's progress from registration to certification • Flowchart or other document showing recording system • Information on number of candidates undertaking each qualification • Written/oral explanation of recording system used/to be used. 	

C28 Appropriate provision is made for candidates with particular requirements.	<ul style="list-style-type: none"> • List of sources of information on materials/equipment/facilities to support candidates with particular requirements • Examples of such materials/equipment/facilities 	
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Criteria – Physical Resources	Examples of evidence	Your evidence
C29 There are arrangements to ensure that equipment, procedures and accommodation are sufficient, safe and fit for use.	<ul style="list-style-type: none"> • Inspection of site to evaluate safety and adequacy of resources • Records of equipment maintenance and accommodation checks • Written/oral explanation of how candidates will get access to scarce or specialist equipment. 	
C30 There are reasonable physical resources where the training/testing will take place for the projected numbers earlier stated.	<ul style="list-style-type: none"> • Floor plans • Layout plan of desks and chairs 	
C31 Fire evacuation procedure is up to date, monitored with the correct trained personnel in place	<ul style="list-style-type: none"> • Fire Extinguisher plans • Fire evacuation procedure • List of fire marshals • Documentation of monitoring of fire alarms • Documentation of regular fire extinguisher checks 	

Declaration

Declaration (signed by head of centre on behalf of the centre)

I declare that the information contained in this application is correct and current, and that I am authorised to sign on behalf of the organisation.

The Organisation agrees that:

this application will, if accepted by Academy of Oriental Cuisine Ltd (AOC), form the agreement between the centre and AOC, and the centre will submit an approval application update if there are any changes to the information in it and will operate according to AOC policies, regulations, requirements, procedures and guidelines and any revisions or additions to those policies, regulations, requirements, procedures and guidelines which apply from time to time. From this point onwards I agree to provide the AOC and qualification regulators with access to premises, people and records, and to co-operate with the AOC's monitoring services.

(BLOCK CAPITALS)

SurnameForename

TitlePosition.....

SignatureDate.....

Please ensure that you have enclosed a cheque for £1000.00 with this application form. All cheques should be made payable to the Academy of Oriental Cuisine Ltd.

Please send this form and one copy of it to the Academy of Oriental Cuisine Ltd Head Office. Ensure you include all attachment sheets, and other documents specified in question 30. Retain one copy for your records.