



APPLICATION FOR APPROVAL TO BECOME AN ILEX ACCREDITED CENTRE

1. CENTRE NAME:

2. CENTRE UK REGISTER OF LEARNING PROVIDERS UK PROVIDER REFERENCE NUMBER (UKPRN) IF KNOWN:

3. CENTRE CONTACT DETAILS:

Address line 1

Address line 2

Address line 3

Address line 4

Postal town

Postcode

Main telephone enquiry number

Main email enquiry address

Main fax number

Website address

Will ILEX programmes be delivered at this site?

(Please tick the appropriate box)

Yes

No

If no, please state the actual site/premises where they will be delivered:

Address line 1

Address line 2

Address line 3

Address line 4

Postal town

Postcode

4. TYPE OF ORGANISATION:

Please state the type of organisation your centre is. For example, Sixth Form College, Community College, FE College, HE College, University, Private Training Provider or Other (Please specify)

5. ORGANISATIONAL STRUCTURE:

Please provide brief details of the organisational structure in place at your centre relating to programme delivery

6. COURSE COORDINATOR/PROGRAMME MANAGER'S DETAILS:

Please provide details for the individual responsible for all enquiries regarding the delivery of ILEX programmes at your centre

Name and job title

Direct contact telephone number

Direct email address

Fax number

7. QUALITY ASSURANCE CONTACT DETAILS:

Please provide details for the individual responsible and accountable for the quality assurance of ILEX programmes at your centre, if **different** from the named contact above

Name and job title

Direct contact telephone number

Direct email address

Fax number

8. EXAMINATIONS OFFICER DETAILS:

Please provide details for the individual responsible for the management of examinations/assessments at your centre

Name and job title

Direct contact telephone number

Direct email address

Fax number

9. HEAD OF CENTRE DETAILS:

Name

Direct contact telephone number

Direct email address

10. FUNDING:

Please indicate how your centre will fund ILEX programmes. For example, will students be required to pay for the programme costs and/or will your centre receive public funding? Please tick as many boxes as appropriate

- | | | | |
|--------------------------|--------------------------------|--------------------------|----------------|
| <input type="checkbox"/> | Employer funding (Wholly) | <input type="checkbox"/> | Self funding |
| <input type="checkbox"/> | Employer funding (Part) | <input type="checkbox"/> | Public funding |
| <input type="checkbox"/> | Other funding (Please specify) | | |

11. QUALIFICATIONS AND EXPERIENCE OF ILEX TUTORS:

Please detail a full list of tutors who will be teaching each unit of an ILEX programme. You are required to confirm in Section 15.2 of this application form that the tutors listed have the minimum qualifications and subject expertise necessary to perform the role for the programme, as outlined in Section 3.4 of the ILEX Centre Accreditation Handbook 2010/11.

12. OTHER AWARDING BODY ACCREDITATIONS:

Has your centre been accredited by another Awarding Body?

(Please tick the appropriate box)

Yes No

If yes, please list names of **all** other Awarding Organisations with date of last accreditation below

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In the past 5 years, has your centre ever been refused or had centre accreditation withdrawn or suspended by another Awarding Organisation?

(Please tick the appropriate box)

Yes No

If yes, please provide the following details:

Name(s) of the Awarding Organisation and qualification(s) accredited

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Date of withdrawal/refusal

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Reason for withdrawal/refusal

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13. PRIVATE TRAINING PROVIDER APPLICANTS ONLY:

Please tick the boxes below to confirm that you will enclose the following information with your application. Your organisation's last Annual Report will deal with the last company accounts and the name and addresses of the organisations directors. All information will be returned to you within 10 working days of receipt.

Home Office approval for foreign students relating to Highly Trusted Sponsor status

British Accreditation Council (BAC) – Certified Copy (applicable if your centre has been accredited by the BAC).

- Border Immigration Agency (BIA) Certificate to be submitted annually
- A copy of your last company accounts
- The names and addresses of the organisation's directors (home and business)

14. CENTRE REQUIREMENTS - POLICY AND PROCEDURE STATEMENTS:

Please tick the boxes below to confirm that your centre has in place the relevant and up-to-date arrangements/documentation relating to the policies, procedures and requirements.

If you are applying as a prospective centre, you are required to submit these policies/documents with your initial application. If these are not already in place, please indicate the date by when they will be implemented under 'Notes' below.

If you are applying as an ILEX Accredited Centre seeking re-accreditation, you are only required to submit documentation which has been updated or significantly revised since your initial application. Please specify the date of the revised document under 'Notes' below.

Required documentation: Notes:

- Health & Safety Policy
- Employment and Public Liability Insurance
- Data Protection Policy
- Equality and Diversity Policy applicable to students
- Quality Assurance Policy
- Access to Fair Assessment Statement
- Compliance with the Disability Discrimination Act 1995 Code of Practice
- Complaints Procedure applicable for students
- Malpractice Policy
- Reasonable Adjustments and Special Consideration Policy
- Appeals Procedure for students
- Student Handbook applicable to ILEX programmes of learning

15. CENTRE AGREEMENT AND DECLARATION:

All applicants are requested to read, tick the boxes as appropriate and sign below. This declaration must be signed by an authorised signatory in his/her own name for and on behalf of your centre.

15.1 Centre requirements relating to students

I declare that my centre:

- will ensure that an adequate assessment of the students' existing skills, knowledge and understanding is made prior to registration for a particular award and that there is an accurate record of the students' progress and achievements.
- will provide students with accurate and up-to-date information about the awards and qualifications available at the centre.
- will ensure that we fully understand the assessment specifications provided by ILEX and that we comply with its provisions.
- will take all necessary steps to ensure that work submitted is the student's own.
- will have documented procedures for handling student disputes and appeals against our centre's internal assessment decisions.
- will ensure that valid and reliable assessments of students' achievements are conducted and that details of these are made available to ILEX at the appropriate time in an appropriate way.
- will provide students with centre policies and complaints procedure if requested.
- will agree to provide adequate safeguards to protect the interests of students and liaise with ILEX where programme provision is to be terminated.
- will inform ILEX immediately if we are aware that a student needs access to reasonable adjustments.

15.2 Centre requirements relating to staff

I declare that my centre:

- will provide all ILEX tutors with appropriate inductions and professional development (including a development plan) to

ensure that they can maintain their expertise and competence to deliver the ILEX qualification(s).

- will supply staff CVs and other evidence (for example original certificates) to ILEX in a timely manner upon request.
- understands that any misleading information provided, and/or failure to supply CVs and/or other evidence upon request, may prevent approval for centre accreditation being granted.
- has in place appropriate staff and relevant systems, or has plans in place to appoint appropriate staff and put in place relevant systems, before the ILEX qualifications are made available, in accordance with the requirements of the ILEX qualification(s).
- will ensure that ILEX programme managers, course coordinators and tutors are competent and have access to appropriate training, guidance and support.

15.3 Centre requirements relating to resources

I declare that my centre:

- will have adequate systems and resources in place, including staff, equipment, materials and software, to support the delivery of the ILEX programmes.
- will adhere to any assessment requirements in accordance with the ILEX qualification(s) requirements.
- will use buildings that provide access for all students for assessment purposes, in accordance with relevant legislation including without limitation the Disability Discrimination Act and any successor legislation.
- will ensure the security and confidentiality of assessment materials and records, including examination question papers, examination scripts, records of marking, and Professional Skills assessments before, during and after the assessment has taken place.
- is working towards the full implementation of all the requirements associated with qualifications accredited to the Qualifications and Credit Framework (QCF), and that this includes arrangements for the acquisition of Unique Learner Numbers (ULNs) for students (where appropriate), and the development of systems and processes necessary to ensure that students' QCF achievements and their associated credit are both tracked and maximised.

- has a documented quality management system in place that is systematically reviewed to ensure that students 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 ILEX and students, and agrees to inform ILEX immediately should any changes occur to the information supplied in this application.
- 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 our centre, for example, remote assessment sites or delivery points.

15.4 Centre requirements relating to its obligations to ILEX

I declare that my centre:

- will be aware that the information supplied to ILEX could be required by the regulatory authorities.
- will ensure that internally assessed work is submitted to agreed deadlines as specified by ILEX.
- will keep complete and accurate records, for at least three years from the end of the year to which they relate, for all ILEX qualifications and make these available to ILEX upon request.
- will report immediately to ILEX 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 our centre will personally supervise all investigations resulting from an allegation of suspected malpractice / maladministration.
- will ensure that any breach in security is reported to ILEX immediately.
- will agree to provide ILEX and the regulatory authorities, on reasonable notice, with access to premises, people and records as required, and to fully cooperate with ILEX's and the regulatory authorities' monitoring activities, including but not limited to providing access to any premises used (including satellite sites).
- complies with all relevant legal, regulatory criteria and codes of practice as updated and amended from time to time.

- will ensure that all of our 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 by ILEX following reasonable notice.

15.5 Centre agreement to the terms and conditions set out

Please note that ILEX reserves the right to view all materials detailed within this application either through the application process (inclusive of a centre visit) or via a post-accreditation monitoring activity.

I[insert name in capital letters] declare that my centre agrees to adhere to the procedures and policies of ILEX in respect of this application and accept that if my centre defaults on the commitments made in this application it may lead to the suspension or withdrawal of its ILEX Accredited Centre status.

I confirm that my centre understands that if this application is accepted it will form the contract between the centre and ILEX.

I declare that I am authorised by my centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge.

Signature

Post held

Date

16. PAYMENT/RETURN DETAILS

All applicants are requested to complete this section to confirm the centre’s preferred method of payment of the ILEX Centre Accreditation annual fee. Please refer to Section 2.9 of the ILEX Centre Accreditation Handbook for full details of the fees for the academic year 2010/2011, methods of payment and ILEX bank details.

Do you wish to pay by cheque? Yes No

(If yes, please make the cheque payable to: Institute of Legal Executives. Prospective centres - Please ensure you enclose this with the application)

OR

Do you wish to pay via BACs? Yes No

(If yes, please ensure you forward a copy of the BACS payment notification once known)

OR

Do you require an invoice?

Yes

No

Please ensure you enclose all of the required documentation in support of your application and return with your completed form to:

Pauline Scrivener, Centre Liaison Officer, ILEX, Kempston Manor, Kempston, Bedford, MK42 7AB

Email: pscrivener@ilex.org.uk