

# Endorsed Learning Programme Application Form (New Centre)

The accreditation of your Endorsed Learning Programme (ELP) is subject to gaining centre approval.

Our review panel will only consider your ELP submission (sections 2, 3, 4, and 5) once your centre has been approved.

Before completing this application form it is important that you read through it, and the terms and conditions contained in our [Centre Agreement](#) document. This will allow you to consider what your obligations will be when approved as a centre.

NCFE uses Credit Safe to perform credit checks on new centre 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.

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|---|
| <p>1. Please refer to the Centre Approval documents to help you complete the form. Please do not send any supporting evidence with your application form as this will be reviewed by the External Quality Assurer on their approval visit to your centre.</p>   |
| <p>2. Please enter all details clearly handwritten or in typeface. We will return your application form if it's incomplete or completed incorrectly.</p>  |
| <p>3. Please send the completed application form to the Centre Support team at the following address:</p> <p>CACHE<br/>         Q6<br/>         Quorum Business Park<br/>         Benton Lane<br/>         Newcastle upon Tyne<br/>         NE12 8BT<br/>         Email: <a href="mailto:accreditationteam@cache.org.uk">accreditationteam@cache.org.uk</a></p> |
| <p>4. Should you require any further assistance or clarification for the purpose of completing this application form, please contact the Accreditation Services team on 0345 347 2123 or e-mail <a href="mailto:accreditationteam@cache.org.uk">accreditationteam@cache.org.uk</a></p>  |
| <p>5. Should you require additional blank application forms, please contact the Accreditation Services team on 0345 347 2123 or download them from the CACHE website: <a href="http://www.cache.org.uk">www.cache.org.uk</a></p>  |

**Before You Complete Your Approval Form Please Answer The Following Questions:**

<p><b>1. Are you an Approved Centre for any other recognised Programmeing Organisation<sup>1</sup>?</b></p>	<p>No (delete as appropriate)</p> <p>If Yes, please name at least one recognised Programmeing Organisation<sup>1</sup> you are approved by, provide your Centre Number and attach your evidence.</p>	
<p><b>2. Have you ever been refused approval by a recognised Programmeing Organisation<sup>1</sup>?</b></p> <p><i>(if you answer Yes it will not necessarily prevent you from gaining approval)</i></p>	<p>No (delete as appropriate)</p> <p>If Yes, please state:</p> <ul style="list-style-type: none"> <li>• name of recognised Programmeing Organisation<sup>1</sup></li> <li>• reason for refusal</li> <li>• date of refusal</li> </ul>	
<p><b>3. Have you ever had your approval withdrawn by a recognised Programmeing Organisation<sup>1</sup>?</b></p> <p><i>(if you answer Yes it will not necessarily prevent you from gaining approval)</i></p>	<p>No (delete as appropriate)</p> <p>If Yes, please state:</p> <ul style="list-style-type: none"> <li>• name of recognised Programmeing Organisation<sup>1</sup></li> <li>• reason for withdrawal</li> <li>• date of withdrawal</li> </ul>	
<p><b>4. Do you currently have any sanctions applied upon you by any recognised Programmeing Organisations<sup>1</sup>?</b></p> <p><i>(if you answer Yes it will not necessarily prevent you from gaining approval)</i></p>	<p>No (delete as appropriate)</p> <p>If Yes, please state:</p> <ul style="list-style-type: none"> <li>• name of recognised Programmeing Organisation<sup>1</sup></li> <li>• reason for sanction</li> <li>• date of sanction</li> </ul>	
<p><b>5. Have you or any of your Directors worked with a centre approved by either NCFE or CACHE which has gone into liquidation?</b></p>	<p>No (delete as appropriate)</p> <p>If Yes, please give details of the centre.</p>	

<sup>1</sup> A 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), Department for Children, Education, Lifelong Learning and Skills (DCELLS) and The Welsh Government. You can check a list of recognised Awarding Organisations at [www.register.ofqual.gov.uk](http://www.register.ofqual.gov.uk).

## Section 1: Centre Details

<b>National Centre Number: (if applicable)</b>			
<b>Registered Company Number:</b>			
<b>Centre Name:</b>			
<b>Centre Main Address:</b>			
<b>Centre Invoice Address:</b>			
<b>Centre Tel No:</b>	<b>Centre Fax No:</b>	<b>Centre Web Address:</b>	

Centre type: (please place an 'X' in the most appropriate box)					
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 Centre			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at
Examinations Officer			
Title	First Name	Surname	Job Title
Contact Email		Direct Line	Site based at

Details of satellite Centres (a satellite centre is a site which is part of your Centre but operates from a different address to your main Centre address. The main Centre is responsible for the quality assurance of any satellite centres)

*If you intend to deliver the ELP you are applying for in satellite centres, please provide details of the satellite centres below:*

National Centre Number:	Centre/Site Name:	Centre/Site Address:	Tel No:	Fax No:
National Centre Number:	Centre/Site Name:	Centre/Site Address:	Tel No:	Fax No:

## Section 2: Details of the Endorsed Learning Programme

When adding this, please remember to add your centre name within the Programme title

Programme Title (to be shown on Certificate of Achievement)

### ELP Contact Details:

Title:	
Name:	
Job Title:	
Email:	
Direct Line:	

### Evidence required

We suggest that you use the list below to make you have all the evidence required to submit with this form for Programme approval

- PowerPoint presentations used in the delivery of your programme
- Learner handbooks or handouts used in the delivery of your programme
- Any assessment criteria if learners are required to complete assignments
- Marketing materials such as leaflets, flyers or signposts to company website

<p><b>Are there any progression opportunities following successful completion of the Programme?</b></p>	
<p><b>What is the Rationale? (Reason(s) for developing the ELP)</b></p>	
<p><b>Please give us a brief description of the aims and objectives of the Programme</b></p>	
<p><b>What are the methods of delivery, e.g. classroom, distance learning or combination of both classroom and distance learning? (If distance learning is used for some of the Programme, please indicate which units will be delivered in this way).</b></p>	
<p><b>Are there any sub-contract arrangements for the delivery of the Programme? (e.g. teaching, assessment, quality assurance and invigilation etc)</b></p>	
<p><b>Why existing (regulated) qualifications on the QCF or NQF do not meet your needs</b></p>	
<p><b>What is the Target group? (Information on the learners that the Programme is designed for)</b></p>	
<p><b>Please provide information on the minimum entry requirements that a learner must meet in order to enable them to achieve this Programme, e.g. recommended prior knowledge, attainment or experience</b></p>	
<p><b>Are there any specific resources required for the delivery of this Programme?</b></p>	

<p><b>What guidance and support is available for learners?</b></p>	
<p><b>Assessment:</b> Please provide information about the assessments that a learner must meet in order to enable them to achieve this Programme, e.g. observation, essay, short answer questions etc</p>	
<p><b>Internal quality assurance:</b> Please give a brief description of how the Programme will be internally quality assured</p>	
<p><b>Programme monitoring and review</b> Please describe the ongoing monitoring and review activities that will be applied</p>	
<p><b>What is the target date for the accredited Programme to start?</b></p>	
<p><b>What is the target date for the first issue of certificates?</b></p>	
<p><b>What are the anticipated number of times the Programme is to be delivered per academic year?</b></p>	
<p><b>What is the anticipated number of learners per Programme?</b></p>	
<p><b>Please explain how your programme is materially different to a NCFE/CACHE regulated qualification</b></p>	

### Materially Different

When we review your course 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 course is materially different to one of NCFE's regulated qualifications. The purpose of the materially different check is for us to be sure that your course is not similar to one of our regulated qualifications. We will check that the knowledge, skills and assessment(s) are different to any of our regulated qualifications. This helps to ensure that learners would not consider this as an NCFE owned and regulated qualification. And so we would expect that you would check that your qualification is not similar to another regulated qualification. If you need any advice on this, please do not hesitate to get in touch.

### Section 3: Internal Staff Details

Please provide details of the people who will be involved in the delivery of the Programme - there must be at least one Tutor/Assessor and one Internal Quality Assurer, who are different members of staff. You will need to attach their CVs to your application to allow us to ensure that all staff involved are occupationally competent.

For additional support you may wish to refer to the following documents available on our website:

- CACHE Customised Programme Service User Guide
- Centre Support Guide

Name	Please state (Tutor/Assessor or Internal Quality Assurer)	Site(s) based at	CV attached (Yes/No)
			Y



## Section 4: Required Evidence

We suggest that you use the checklist below to ensure you have all the evidence required to submit with this form for centre approval

Evidence Required	√
Your Centre has an organisational structure that relates to the delivery of qualifications	
Your Centre has a Public and Employee liability insurance certificate (if not applicable put N/A)	
Your Centre has a Diversity/Equal Opportunities Policy (including fair access and assessment arrangements)	
Your Centre has a Health and Safety Policy	
Your Centre has a Complaints Procedure	
Your Centre has a Learner Appeal Procedure	
Your Centre has a Learner Induction Procedure	
Your Centre has an Internal Quality Assurance strategy and process	
Your Centre has a process in place for Withdrawing Qualification and learners from CACHE (Learners should not be left on CACHE system once the centre ceases to deliver the qualification)	
Your Centre has a Malpractice and Plagiarism policy and a system to confirm authenticity of learners work	
Your Centre has a named point of accountability for the management of assessment and internal quality assurance	
Your Centre has the ability to hold & transmit assessment outcomes securely	
Your Centre has a process to identify and manage conflicts of interest	
Your Centre has a Translation Policy in place	
Your Centre has a Management of Exams and External Assessment Policy	
Your Centre has a Distance Learning and Assessment Procedure for learners resident outside of the UK (if applicable).	
Your Centre has a Safeguarding Policy	

## Section 5: Centre Declaration

<p>Please read the <a href="#">Centre Agreement</a> before accepting this declaration. The Centre Agreement is a legally binding document setting out our respective rights and responsibilities while you're an Approved Centre. By accepting this declaration you agree to comply with the terms set out in the Centre Agreement.</p>	
<p>I accept that that NCFE will undertake a blended credit check of the centre (where applicable) before progressing this application.</p>	
<p>I confirm that the centre will meet all of the requirements of Approval Criteria as detailed on the CACHE website in respect of this application, which may change from time to time and that the details are, to the best of my knowledge, current and correct.</p>	
<p>I can confirm that the content of this Programme is original and does not infringe on any third party's copyright or Intellectual Property Rights. <i>CACHE can in no way be held responsible for infringements of this kind.</i></p>	
<p>I confirm that the delivery staff are occupationally competent in the subject area.</p>	
<p>I confirm that there is at least one Tutor/Assessor and one Internal Quality Assurer, who are different members of staff.</p>	
<p>I confirm that the centre will let CACHE know of any changes to the information below within 2 weeks of the change(s) taking place.</p>	
<p>I confirm that the centre will collect all personal data in accordance with the Data Protection Legislation, and in particular that it has the consent of the learner for their information to be shared with CACHE.</p>	
<p>I accept that CACHE will hold and process electronically the information given and may use it for any purpose deemed relevant to the Endorsed Learning Programme</p>	
<p>I confirm that the centre will not advertise and promote provision as accredited by us until the centre has received written confirmation from CACHE that accreditation has been Programmeed for the Endorsed Learning Programme.</p>	
<p>I confirm that the centre understands that this Programme, that is recognised under the Endorsed Learning Programme service, is considered by the Regulators<sup>2</sup> and CACHE, to be non-regulated provision and as such the centre will not make any verbal or written statements that would be likely to lead learners to believe the Endorsed Learning Programme is a regulated qualification.</p>	
<p>I confirm that the centre will not advertise or promote the Endorsed Learning Programme in a manner that is likely to be misleading to learners or other users<sup>3</sup>.</p>	
<p>I confirm that the centre understands that if the centre does not register any learners within 2 consecutive academic years then CACHE have the right to withdraw accreditation from the Endorsed Learning Programme.</p>	
<p>I confirm that the centre's Senior Management Team supports this application to become an NCFE Approved Centre and to offer the Endorsed Learning Programme as set out in this application.</p>	
<p>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</p>	
<p><b>Signed:</b> <i>(Appropriate senior personnel) (not mandatory if you are completing this form electronically)</i></p>	<p><b>Job Title:</b></p>

<sup>2</sup>The Regulators are the Office of Qualifications and Examinations Regulation (Ofqual) and The Welsh Government.

<sup>3</sup> Other users could include any organisation, professional body or learners' representatives who may review the award on the centre's website or in the centre's publications.

**Full Name:**  
*(Please print)*

**Date:**

## Section 6: We love to hear your feedback

How did you find out about CACHE's Endorsed Learning Programme? (please tick all that apply)

<b>Own knowledge and experience of CACHE</b>	<input type="checkbox"/>	<b>Referral from colleague in another centre</b>	<input type="checkbox"/>
<b>Referral from colleague in own centre</b>	<input type="checkbox"/>	<b>CACHE sales events</b>	<input type="checkbox"/>
<b>CACHE literature</b>	<input type="checkbox"/>	<b>Press article/advert</b>	<input type="checkbox"/>
<b>CACHE newsletter/emails</b>	<input type="checkbox"/>	<b>CACHE website</b>	<input type="checkbox"/>
<b>CACHE Business Development team</b>	<input type="checkbox"/>	<b>Other CACHE staff</b>	<input type="checkbox"/>
<b>CACHE's Directory of Products and Services</b>	<input type="checkbox"/>	<b>Exhibition/Conference</b>	<input type="checkbox"/>
<b>Social networking sites</b>	<input type="checkbox"/>	<b>Trade press</b>	<input type="checkbox"/>
Other (please specify):			

What were your main reason/s for choosing to work with CACHE to accredit your Programme? (please tick all that apply)

<b>Advice and guidance about accrediting your Programme by CACHE staff</b>	<input type="checkbox"/>	<b>Flexibility of the Endorsed Learning Programme product and support offered offered by CACHE</b>	<input type="checkbox"/>
<b>Information via website/event/printed literature etc</b>	<input type="checkbox"/>	<b>Overall price of the Endorsed Learning Programme and combined registration/certification fee</b>	<input type="checkbox"/>
<b>CACHE's IT interface to make my life easier</b>	<input type="checkbox"/>	<b>CACHE's customer service</b>	<input type="checkbox"/>
Other (please specify):			

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