

Quality Mark Centre Application Form

Before you complete this form, please discuss your proposal with our Business Growth and Transformation Team, who will provide guidance on the details we require to proceed with the Quality Mark Centre approval process.

When completed, this form should be returned to: **businessdevelopment@aimgroup.org.uk**
Please retain a copy for your records.

Name	
Organisation Name	
Address	
Certificate address (if different to main site)	
Email	
Telephone	
Finance Contact	
Certification Contact	
Head of Centre	
Centre Contact	
Administrative Contact	
Website	
Type of organisation	
Companies House No:	
Business Development Lead	

Background Information	
Please provide full details in response to each of the following questions:	
What are the aims and objectives of your training programme (s)?	
Who are the target learners?	

How will the quality mark certificates benefit the learners?	
Describe the marketing strategies that will be applied to recruit learners.	
How often do you expect to deliver the programme(s) (Is it a one-off course, will it be delivered regularly?)	
How many learners do you expect to register during the first year following approval?	
When do you expect to begin delivery?	
Describe arrangements for course monitoring and evaluation, with particular reference to how student feedback is elicited and responded to. Please outline how this feeds back into your self-evaluation process.	
Will delivery take place at additional sites? If yes, please provide site address.	
Will this be delivered outside of the UK?	
Describe your centre in terms of its history, experience, and purpose. Please include the centres experience of delivering training.	

Do the certificates require CPD points listed?	
Do the certificates require dual branding?	

How many Programmes are you submitting for Quality Mark approval?	
Proposed Programme(s) Title(s)	

Please outline the content and structure of the programme(s)

--

Please identify the individuals with the appropriate subject knowledge who will support the delivery of this training programme(s)

Name	Job Title	Knowledge and Expertise to be provided

Please submit the following policies to evidence you have relevant arrangements, procedures and documents in place.

Document	Yes/No
Registration and Certification policy (including identity checks, Initial Assessment of English Language level, visa requirements if UK progression is intended, student induction process)	
Malpractice and maladministration policy/procedure, including the prevention, investigation, and management (Staff and Learner)	
Complaints policy/procedure	
Conflict of interest policy/procedure/record or log	
Appeals policy/procedure	
Equality and Diversity policy	
Safeguarding policy	
Distance learning/online learning (if applicable)	

Please ensure the following documents are submitted alongside this application:

1. Scheme of work and Lesson Plans
2. Program Handbook
3. Copies of Resources including staffing
4. Assessments if applicable
5. Any course evaluation templates

Signature	
Full Name (please print clearly)	
Job Title	
Email	
Date	

AIM Initial Review (AIM Quality Lead only)

Have all policies and documents been supplied? If not, please provide details and track progress (complete Policy checklist)

Has the centre submitted all relevant course documentation?

Does the centre have an appropriate procedure for registrations and claiming certification including checking for accuracy?

Proposed Quality Mark course(s) content and review comments

Proposed Quality Mark course(s) staffing details

Explain due diligence undertaken and include any general comments.

AIM Application Meeting / Visit (AIM only)

Date of Meeting / Centre Staff present

Were there any issues that came from the initial review and have they been addressed?

Does the centre have appropriate staff?

Does the centre have sufficient and appropriate resources/facilities to undertake delivery of Quality Mark provision?

Does the centre understand the requirements for advertising an AIM Quality Mark course and use of logo?

How does the centre complete self-assessment? What processes are in place?

Does the centre have provision for notifying us of malpractice?

Has the centre been informed of the AIM quality processes?

Has the AIM training offer been discussed? Have any training needs been identified?

AIM Decision (AIM only)

Are you happy to recommend this centre for AIM Quality Mark Centre Recognition?

Details of any actions for the centre to address (if appropriate)

Explain your judgement

Relevant manager: Are you happy to approve this centre for AIM Quality Mark Centre Recognition?