



Application Form

Site Approval Application

This application form is for use by Sites seeking approval to deliver LCCI GQ's training programs accredited by Scottish Qualifications Authority.

Please complete all sections of the form in BLOCK CAPITALS and return to the address below or by email to info@lccigq.com

LCCI Global Qualifications Pvt.Ltd
Bhanimandal, lalitpur,
Nepal

The application process will be delayed if the form is incomplete or if the information requested is not included. If you need any help in completing your application, please contact LCCI Global Qualifications Customer Relations department at +977-1-55 42 866.

LCCI Global Qualifications Use

Date received		Approved by	
Date approved		Processed by	
Date completed		Site code	

Tel: +977-1- 55 42 886
Email: info@lccigq.com
www.lccigq.com

Section 1

Site details

Full site name	
Full site address (include postcode) <i>(this address will be used for all correspondence, including certificate dispatch)</i>	
Full postal address for all invoices	
Telephone number(inc. dialling code)	
Fax number (inc. dialling code)	
Site web address	

Do you have site approval with another examinations board(s)?	If 'Yes' please provide information below:						
Has an examinations board ever refused you an application or removed site approval status?	If 'Yes' name the awarding body and give the reason and date of refusal or removal:						
What type of organisation is your site?	University	College	Training Company	State School	Language School	Private School	Chamber of Commerce
	Other (please specify)						
Letter of support body	Ministry of Education		Local Education Authority		Chamber of Commerce		Local Government Authority
	Other (please specify)						



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Head of Site	
Program Co-ordinator	
Primary point of contact	
Email address of point of contact	

Site details - continued

Please provide details of any linked Sites that require approval to offer the qualification(s) applied for. (Please complete additional pages if required):

Please note: To operate as a linked Site it must be under the same entity as the main site. The main Site will be responsible for the Quality Assurance of examination delivery, co-ordination of candidate registrations and payments and will act as the main point of contact for any queries; the linked site must be in the same country.

Linked Site

Site name			
Site address			
Use above address for shipping of examination materials	☐ Yes	☐ No	
Site contact			

Linked Site

Site name			
Site address			
Use above address for shipping of examination materials	☐ Yes	☐ No	
Site contact			



Section 2

Qualification(s)

Please list the qualification(s) for which you seek approval.

Qualification title	Expected numbers of candidates			Expected date of first enrollment
	Year 1	Year 2	Year 3	

For full details of the subjects offered please contact LCCI Global Qualifications Operations Director at +977-1-55 42 866 or email at info@lccigq.com

Section 3

Quality assurance

Please indicate whether the following criteria are met at your Site: (Evidence of these may be requested as part of the approval process).

3A Resources		
Ref	Criteria	Tick
A1	The Site's equal opportunities, access and fair assessment policy and practice is understood and complied with by learners and examiners.	
A2	The responsibilities of the assessment, examination and quality assurance team are clearly understood.	
A3	Quality assurance procedures are clearly documented and are consistent with LCCI Global Qualification's requirements.	
A4	Resource needs for specific qualifications are accurately identified and made available.	
A5	There are sufficient competent and qualified teachers and examiner personnel to meet the demand of learners.	
A6	There is an established appeals procedure which is documented and made available to all learners.	
A7	LCCI Global Qualifications must be notified of any changes which may affect the Site ability to meet the approved Site criteria.	



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Quality assurance - continued

Please indicate whether the following criteria are met at your Site: (Evidence of these may be requested as part of the approval process).

3B Conduct of tests and examinations		
Ref	Criteria	Tick
B1	The Site has appointed a Programme Co-ordinator who will be responsible for the administration and conduct of LCCI Global Qualification's programs .	
B2	The Programme Co-ordinator will appoint responsible persons to act as invigilators, oral examiners etc, as required.	
B3	The Site will ensure the security of the assessment or examination material in respect of storage and the handling process and has a lockable cupboard or safe in a secure room.	
B4	The Site has sufficient rooms and resources as necessary to accommodate the proposed number of students to be examined at any one session.	

3C Records		
Ref	Criteria	Tick
C1	Student records and details of achievements are accurate, kept up to date, securely stored in line with LCCI Global Qualification's requirements and available for external quality assurance and auditing purposes.	



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Quality assurance - continued

Please include copies of training and assessment seating plans and photographs for each room that you plan to use for the conduct of training and assessments.

For each room please provide the following information:

* Delete / complete as necessary

Room number	Criteria
	Shape of room [square / rectangle / L shaped / T shaped / other]
	Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart)
	Heating / cooling system fitted and operational
	Suitable lighting fitted and operational
	Toilet facilities available and clearly signposted
	Secure storage for candidates belongings available
	Wall clock clearly visible

Room number	Criteria
	Shape of room [square / rectangle / L shaped / T shaped / other]
	Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart)
	Heating / cooling system fitted and operational
	Suitable lighting fitted and operational
	Toilet facilities available and clearly signposted
	Secure storage for candidates belongings available
	Wall clock clearly visible

Room number	Criteria
	Shape of room [square / rectangle / L shaped / T shaped / other]
	Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart)
	Heating / cooling system fitted and operational
	Suitable lighting fitted and operational
	Toilet facilities available and clearly signposted



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	Secure storage for candidates belongings available	
	Wall clock clearly visible	

Room number	Criteria	
	Shape of room [square / rectangle / L shaped / T shaped / other]	
	Maximum number of candidates when sitting under examination conditions (desks a minimum of 1 metre apart)	
	Heating / cooling system fitted and operational	
	Suitable lighting fitted and operational	
	Toilet facilities available and clearly signposted	
	Secure storage for candidates belongings available	
	Wall clock clearly visible	

Please copy this sheet if necessary.

The Head of Site has confirmed the accuracy of the above information.

Signature: _____ **Date:** _____



Section 4

Provision of teaching / preparation of students

Please list below your teaching staff and the LCCI Global Qualifications subjects that they teach.

4A Teaching staff	
Name	Subject including Level

We require copies of CVs for your teaching staff to be submitted with your application.

The Head of Site has confirmed the accuracy of the above information.

Signature: _____ Date: _____



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Section 5

Policies and procedures

Your Site must supply the following policies and procedures in support of application: *(This evidence must be included with your application).*

5 Policies and procedures		
Ref	Criteria	Tick
A1	Current prospectus (or links to website or appropriate publicity materials) brief summary of the nature of your organisation.	
A2	Physical resources including details of teaching facilities and equipment.	
A3	Human resources must show that your organisation has appropriately qualified and experienced staff.	
A4	Organisational structure , a chart or diagram that briefly describes who is in charge of the organisation and who has responsibility for the various subjects.	
A5	Quality assurance system should include details of quality commitments, management of quality, systems for course design and development.	
A6	Equal opportunities policy and procedures.	
A7	Health and safety policy and procedures.	
A8	Admissions/induction processes for learners. Please outline how learners (including those with special requirements) are admitted on to the programme.	
A9	Appeals procedure . If you do not have a policy in place please provide information on how you will deal with appeals.	
A10	External quality assurance . Please provide any information concerning external audit, inspection or recognition.	

The Head of the Site has confirmed the accuracy of the above information.

Signature: _____ Date: _____



Section 6

Declaration

Site declaration

I confirm that the site **satisfies all LCCI Global Qualifications requirements** in respect of this application and that the details are, to the best of my knowledge, correct.

I confirm that all staff members involved in the delivery of the programmes are **occupationally competent**.

I confirm that this application identifies a **single named point of accountability** for the quality assurance and management of the qualifications for which approval is sought.

I confirm that all training, assessment and examinations will be conducted according to LCCI Global Qualifications **Rules of training, assessment and examination**.

I confirm that all necessary arrangements are in place to ensure the **security of assessment and examination materials** both prior to and after assessment sessions have taken place and that access to assessment or examination materials is suitably restricted.

I accept that LCCI Global Qualifications will hold and process the information given and may use it for any purpose deemed relevant to the organisation.

I confirm that any changes to any of the information provided in this application will be notified to LCCI Global Qualifications within 15 working days.

Head of Site			
Job title			
Signed		Date	

LCCI Global Qualifications Pvt. Ltd
Bhanimandal, Lalitpur, Nepal.

Phone : +977 - 1 – 55 42 866

Email : info@lccigq.com

Website : www.lccigq.com