

Centre Registration Form

Name of organisation applying to become an IoLET Approved Centre

Section A: Centre Information

For completion by the Head of Centre/Principal/Chief Executive, who we will contact regarding any queries with this application.

Address

Telephone number

Email address

Website

Those centres intending to utilise multiple sites for delivery must include details for each individual site. Please note a fee is required per venue

Additional satellite site

Site name

Address (including postcode)

Do you deem this site suitable for the conduct of IoLET exams?

Key contact information of main site

Name

Title

Position

Direct Telephone number

Email address

Section B: Your organisation

1. Type of Centre

- Secondary School
- Sixth Form College
- FE/Tertiary College
- College/Institute of Higher Education
- University
- Adult Education Centre
- Independent Secondary School
- Independent College and Language School
- Other

If you ticked 'Other' please describe here:

2. Other approvals

If you are currently an approved centre of another awarding organisation please indicate

- Pearson City & Guilds Cambridge English Other (please specify)

3. Withdrawal / refusal of centre approval

Please state in the box below whether you have had a previous application for approval refused or withdrawn by an awarding organisation, or if you currently have any issues of non-compliance / malpractice, and the nature of these issues.

Section C: Qualifications

Please state here the qualification title(s) you wish to enter candidates. For a full list of the qualification titles and codes please refer to our website www.ciol.org.uk

Qualification Code	Qualification title and level	Languages	Average number of candidates per annum

Please indicate whether you intend to offer any of the following to complement the above qualifications:

1. An exam preparation course

2. A distance learning exam preparation course

3. IT facilities

Section D: Declaration - to be signed by the Head of Centre/Principal/Chief Executive

I confirm that I am the Head of Centre/Principal/Chief Executive and will be responsible and have accountability for the quality assurance, management and compliance with regulatory requirements and related instructions issued by IoLET for the exam for which we are requesting approval to conduct.

I confirm that this organisation as defined in section B1:

- Has the necessary level of financial, technical and staffing resources and systems necessary to support the conduct of IoLET's exams.
- Will use buildings/facilities for exam purposes that permit access for all candidates in accordance with the relevant legislation.
- Will use staff and/or associates who have the necessary competence for conduct of IoLET exams.
- Will ensure that candidates have provided valid proof of identity and adhere to age guidelines that apply to IoLET exams.
- Will provide IoLET and/or regulatory authorities e.g. Ofqual with access to premises, people and records.
- Will cooperate with IoLET's monitoring activities.

I confirm that all information supplied to IoLET in connection with this application is true, complete and accurate.

Signature of Head of Centre, Principal or Chief Executive	
Name in BLOCK CAPITALS	
Job Title	
Date	

Please return the completed form to: centres@ciol.org.uk or post to: Quality Assurance Manager, IoL Educational Trust, Dunstan House 4th Floor, 14a St Cross Street, London EC1N 8XA