



CENTRE APPLICATION FORM (To Run College Of Birmingham Courses)

To be completed as part of the due diligence procedure
PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

Make sure that all supporting documentation is attached.
Make sure that all questions are completed in full and as stated.

Section 1 - Organisational Details

Name of Organisation

Type of Organisation:

Address:

Telephone No:

Email:

Website:

Are you an accredited/registered Learning Body?

If so, please provide details including any accreditation/registration numbers

How long have you been operational?

Section 2 - Management

Name of Head of Organisation

Position

Email

Telephone

Name of person responsible for Admissions

Email

Telephone

Name of person responsible for Quality Monitoring

Email

Telephone

Name of Person Responsible for Curriculum Delivery

Email

Telephone

Provide details of any other personnel relevant to this application including contact numbers and emails



Section 3 – Programme Details

Please list the relevant courses offered by your organisation and enrolment numbers for the current and previous academic year

Awarding Body	Qualification	Course contact	Numbers for current	Awarding Body

Which programmes are you interested in offering through College Of Birmingham

Please provide details of College intakes and how many learners you expect to recruit on to the College Of Birmingham programmes

Programme	Proposed Start Date	Number of students

Section 4 – Teaching and Learning

How many classrooms do you have?

What facilities do you have in each classroom, i.e. whiteboards, projectors Internet access etc.

Do you have the following

Library

 Yes No

Computer access

 Yes No

Student common room

 Yes No

Staff common room

 Yes No

What staff resources do you have? Please complete Annex 1 and submit relevant CVs



Section 5 – Student Support

Please provide the name of the student welfare officer.

What type of learning support are students offered?

What provision is there for students with physical or other impairments?

Section 6 – Quality Assurance

Please provide details of any external inspection grades or quality monitoring reports

Awarding Body and date of report	Qualification	Grade (or equivalent)
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Section 7 – Marketing

Please describe how you intend to market and promote the courses? (following approval)

How did you hear about College Of Birmingham?

Section 8 – References

Please give details of an academic referee (including full contact details)

Please give details of a commercial referee (including full contact details)

Section 9 – Signatures

I acknowledge that I have completed all sections of this application to the best of my ability and that all information given is true and complete. Failure to do so may delay approval and/or invalidate this application.

Name

Signature

Designation

Date

