

Application for Certified Training Provider Status

Company name	
Contact name	
Contact email	
Contact address	

Name of course	
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In order for the ISMM to certify you as a training provider and endorse your course, we need the following evidence:

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	About your organisation	Document number(s)	More evidence needed?
1	The experience and qualifications of the trainers who will be delivering the course. <i>(Person specification(s), job specification(s), CVs)</i>		
2	Description of the training facilities. <i>(Types of venue that are/will be used, room sizes, accessibility to venues/rooms)</i>		
3	Description of training resources that will be available to learners. <i>(IT, Internet access, AV, books and so on)</i>		
4	How feedback from delegates will be used to monitor and improve the quality of training provision.		
5	Your procedure for dealing with complaints from delegates/their employers about endorsed courses. <i>(For example complaints about teaching, resources and/or facilities)</i>		
6	Your equal opportunities policy.		

	About your course	Document number(s)	More evidence needed?
7	Details of the target audience(s) for the course. <i>(For example job description(s), level of experience, expected prior knowledge and/or qualifications)</i>		
8	The aims and objectives of the course.		
9	The learning outcomes for the course. <i>(Including the links between the outcomes and ISMM syllabuses/National Occupational Standards)</i>		
10	How the course will be delivered and how the learning outcomes will be met. <i>(For example presentations, handouts, workbooks, exercises, workshops, case studies, role plays)</i>		
11	How the knowledge, understanding and/or skills acquired by delegates will be assessed.		
12	The mechanism for confirming that delegates are applying the knowledge, understanding and/or skills acquired on the course on return to their workplace.		
13	A provisional timetable for the course covering the next six months.		
14	Any marketing materials currently used to promote the course.		

For ISMM use only

Organisation approved	Initials:		Date:			Course approved	Initials:		Date:		
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Notes:

- This form should only be completed after reading the *Endorsed Training Provider Programme Handbook*
- Please complete a separate form for each course you are submitting for endorsement.
- If you are already a CTP(E) and are submitting an additional course for endorsement, there is no need to complete "About your organisation"

Endorsement Terms and Conditions

- 1 The CTP(E) agrees to pay all fees outlined in the *ISMM Fees Handbook – Endorsed Training Provider Programme* in a timely manner.
- 2 Endorsement of training courses is restricted to specific named courses. The CTP(E) is free to deliver other, non-endorsed courses but must not promote them as endorsed by the ISMM.
- 3 The CTP(E) is allowed to use the ISMM's "Endorsed by..." logo on publicity material for its endorsed course(s). This use, however, is allowed only if the *Guidelines for using the ISMM logo* are followed.
- 4 Promotional use of the endorsement by the CTP(E) will be accurate, will not be used until the endorsement process is complete and will be withdrawn immediately if the ISMM withdraws the endorsement.
- 5 The ISMM will provide a certificate of endorsement to the CTP(E). This certification will be renewed on an annual basis on the satisfactory completion of a self-assessment report and payment of the centre and course renewal fees.
- 6 The CTP(E) will submit a yearly self-assessment report (SAR) to the ISMM. The SAR will be used to determine:
 - the frequency of any quality assurance visit(s) to the CTP(E) by the ISMM. For this purpose, on request, CTP(E)s must make available details of forthcoming courses;
 - if the course endorsement and/or CTP(E) status will be renewed.
- 7 The CTP(E) must maintain a record of the names of delegates that have attended endorsed courses, the assessments that the delegates have completed and the course evaluation sheets the delegates have completed. The centre will submit them, on request, to the ISMM.
- 8 The CTP(E) must buy certificate blanks from the ISMM, which the CTP(E) is allowed to overprint with its logo(s), course details and other information. Sample overprinted certificates must be submitted to the ISMM for approval before issue to delegates.
- 9 The CTP(E) must notify the ISMM in writing of any changes to the information provided on this application form.
- 10 The CTP(E) must notify the ISMM in writing of any significant or major changes to any of its endorsed courses.
- 11 The CTP(E) must have an equal opportunities policy relating to its training provision.
- 12 The copyright on any materials submitted to the ISMM will remain with the author(s) of those materials.
- 13 The ISMM reserves the right to withdraw endorsement if any of the following situations:
 - the Terms and Conditions listed above are not followed;
 - information provided to the ISMM is found to contain significant errors or omissions;
 - the SAR is not returned by the deadline set by the ISMM;
 - significant or major changes to the CTP(E) or to its endorsed courses are not reported to the ISMM;
 - serious, verified complaints about an endorsed course are made by delegates or their employers;
 - misleading claims about the endorsed status of the organisation or any course delivered by the organisation are made.

I declare that I am authorised to supply the information given above and, at the date of signing, the information and any supporting documents provided is, to the best of my knowledge, a true and accurate record.

I declare that the organisation understands that if this application is accepted it, and the Terms and Conditions, will form the contract between the organisation and the ISMM.

Name _____ Signature _____

Date

D	D	/	M	M	/	Y	Y	Y	Y
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Completed applications should be returned to the ISMM, together with your supporting evidence. Our contact details are:
p: 1 Harrier Court, Woodside Road, Lower Woodside, LUTON LU1 4DQ UK
e: education@ismm.co.uk
t: +44 (0)1582 843260
w: www.ismm.co.uk/ed_education