

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 ☐ Yes ☐ No Library Computer access ☐ Yes ☐ No ☐ Yes □ No Student common room ☐ Yes □ No Staff common room

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 inspec	tion grades or quality monitoring reports			
Awarding Body and date of report	Qualification	Grade (or equivalent)		
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				



Section 10 – Acceptance Process

- This Application Form is used by College Of Birmingham as part of their due diligence process.
- College Of Birmingham will let you now within 2 weeks if your application has been successful.
- Please note that until any acceptance has been given and a subsequent contact issued, the organisation is not permitted to release any marketing material that make reference to College Of Birmingham programmes.

Annex 1 - Staff CVs

Name	Envisaged Role	Course Name

Please click on the Submit Form below to send this application along with the other documents

If you do not want to send it right now, kindly save this application form on your computer using the Save Form button.

Please remember to send the required attachments along with the application form.