

Endorsed Course

Endorsed Course Application Form, Rules and Guidance

This application relates to Centres who wish to apply for approval of a course through CTQ Endorsed Course framework. Please refer to the guidance in Appendix 2 prior to submission of an application.

# SECTION 1

This section gathers key information about your organisation to help us understand your structure, experience, and readiness to deliver courses that will be endorsed. If you are already a CTQ approved centre, please skip to Section 2.

ORGANISATION INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation Name: | |  | | | |
| Organisation Registered Address: | |  | | | |
| Postcode: | |  | | | |
| Tel No: | |  | | | |
| Email Address: | |  | | | |
| Website: | |  | | | |
| UKPRN: | |  | | | |
| VAT Registration No: | |  | | | |
| Companies House No: | |  | | | |
| Charities Commission No: | |  | | | |
| Organisation Type:  Please tick | |  | Further Education Institution | | |
|  | Independent Training Provider | | |
|  | School (mainstream or secondary school) | | |
|  | Alternative Education Provider | | |
|  | Voluntary & Community Organisation | | |
|  | Employer or Employer based Training Provider | | |
|  | Local or National Government (including armed Services and/or NHS) | | |
|  | Centre based overseas | | |
|  | Prison/Youth Offender Institution | | |
|  | Other – please add a description of your organisation | | |
| When was the organisation formed? | |  | | | |
| For limited companies, when was your organisation incorporated? | |  | | | |
|  | | | | **Yes** | **No** |
| Will the delivery/assessment take place at additional sites?  If yes, please complete Appendix 1. | | | |  |  |
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| Is the organisation inspected by OFSTED or any other external body? If yes, please attach the most recent report. | | | |  |  |
| Does the organisation intend to work in partnership with any other organisation? | | | |  |  |
| If YES, please provide details of the other partners: |  | | | | |
| Please attach a copy of the written partnership agreement/s. This includes delivery, assessment and internal quality assurance - please add all details above. | | | | | |

# ORGANISATION EXPERIENCE

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Yes** | **No** |
| Has the Centre previously been a CTQ Centre? | |  |  |
| If YES, please provide centre name if different/changed |  | | |
| Centre number: |  | | |
|  | | **Yes** | **No** |
| Has Centre Approval ever been refused, withheld or withdrawn by any Awarding Organisation? | |  |  |
| If YES, who was the Awarding Organisation: |  | | |
| Date approval withheld/ withdrawn: |  | | |
| Details: |  | | |

# ORGANISATION CONTACTS

|  |  |
| --- | --- |
| **Head of Centre:**  This should be the person who has overall responsibility |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |
| **Endorsed Course Contact:**  This should be the person who will be the first point of contact for  CTQ |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

|  |  |
| --- | --- |
| **Finance Contact:**  This should be the person who is the point of contact in order to discuss financial issues if this is not the Centre Contact |  |
| Position: |  |
| Address: |  |
| Tel: |  |
| Email: |  |

# DOCUMENTATION

|  |  |  |  |
| --- | --- | --- | --- |
| The organisation has the relevant arrangements and documentation in place.  Please send copies of all policies and procedures listed: | | | |
|  | Document: | Yes | No |
| 1 | Internal quality assurance policy or process |  |  |
| 2 | Appeals procedure |  |  |
| 3 | Complaints procedure |  |  |
| 4 | Equal opportunities policy |  |  |
| 5 | Health and Safety Policy |  |  |

# SECTION 2

This section captures the specific details of the course you are seeking endorsement for. It helps us assess the course's purpose, delivery model, staffing, and how learners will be assessed to ensure it meets our framework requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Endorsed course details** | | | | | |
| Course Title | Course objective | Delivery staff and their credentials | Delivery method | Estimated number of learners per year | Assessment method (if relevant) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# DECLARATION

|  |  |
| --- | --- |
| **By signing this application form, you are declaring that:**   * **you agree to adhere in full to the Endorsed Course Agreement** * **the information given in this application is, to the best of your knowledge and belief, true and complete; you agree to inform us immediately should any changes occur to the information supplied.** | |
| **Signature:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**Please include all teaching and learning materials (presentations, handouts, lesson plans, assessments) and a copy of the Endorsed Course Agreement signed by the Head of Centre along with the policies to support the application.**

**If any of the documentation is incomplete or missing this will delay your application.**

Please send completed form to hello@ctq.org.uk

Please refer to the fees and charges document for all endorsed course fees. Once the complete application has been received you will be given the details of how to pay the fee and the deadline for payment.

Please note that the application will not be processed or reviewed until payment has been made.

# APPENDIX 1- ADDITIONAL DELIVERY/ASSESSMENT SITES

Please provide details of each satellite/additional delivery and assessment sites used by the organisation:

|  |  |
| --- | --- |
| Site Name: |  |
| Site Contact: |  |
| Site Address: |  |
| Tel: |  |
| Details of delivery taking place at this site: |  |
| Site Name: |  |
| Site Contact: |  |
| Site Address: |  |
| Tel: |  |
| Details of delivery taking place at this site: |  |
| Site Name: |  |
| Site Contact: |  |
| Site Address: |  |
| Tel: |  |
| Details of delivery taking place at this site: |  |

# APPENDIX 2 – APPLICATION RULES AND GUIDANCE

****General Information****

An organisation is defined as an entity delivering training or courses that align with CTQ Endorsed Course requirements. Organisations may include educational institutions, training providers, or employers.

Organisations may not begin to advertise courses as Endorsed until approval is confirmed by CTQ. Approval will only be granted where the organisation can clearly meet the requirements of our framework.

There are two elements to the application process: organisation approval and course endorsement. CTQ Recognised Centres will automatically obtain Organisation Approval.

****Application****

Applications for approval are made by submitting a fully completed and signed application form.

All applications will be assessed based on the organisation’s ability to meet the approval requirements set out by CTQ. This process includes relevant due diligence checks on the applicant organisation.

CTQ reserves the right to refuse approval or impose additional requirements on organisations that do not meet the minimum approval requirements.

If an organisation has not been granted approval within three months of applying, its application will be archived. A new application will be required if the organisation wishes to seek approval in the future.

CTQ will communicate all relevant information to the nominated organisational contact, who will be responsible for ensuring that all relevant staff are aware of their responsibilities under the terms of the approval agreement.

****Organisation Approval****

Once the application has been accepted, a CTQ team member will contact the organisation within five working days of receipt.

All approved organisations are required to sign an agreement detailing their commitments and responsibilities in relation to administration, finance, delivery, and quality assurance.

Ongoing compliance with the approval agreement will be monitored through annual review.

Approval may cover more than one site, but the responsibility for confirming the suitability of each venue rests with the approved organisation.

If additional support is required, charges may apply in accordance with the current published fees list.

Once granted approval, organisations must ensure they meet the requirements for each endorsed course.

There is no appeal process for the outcome of approval decisions. However, CTQ will provide information following a decision to refuse approval.

****Ongoing Approval****

Once approved, organisations are subject to annual monitoring by CTQ. Approval remains valid as long as the organisation:

* Meets its obligations under the approval agreement.
* Operates in line with agreed measures.

Organisations must fully cooperate with monitoring requirements and complete any required actions in a timely manner.

Organisations that fail to meet the terms of their agreement or do not abide by CTQ requirements may result in withdrawal of approval.

Course approval may be reviewed if:

* The organisation makes substantive changes to the course.
* Complaints or concerns are raised.
* Staffing changes impact the organisation’s ability to deliver the course.
* The organisation does not deliver the course for two years.

****Course Approval****

Organisations must be approved by CTQ before applying to deliver a CTQ Endorsed Course.

Wherever possible, course approval will be completed at the same time as organisation approval. A fully completed and signed Course Approval Form must be submitted for each course an organisation wishes to deliver.

CTQ will assess applications based on:

* The organisation’s ability to deliver the course effectively.
* The course alignment to the Endorsed Course Framework

****Withdrawal of Approval****

CTQ reserves the right to withdraw approval where an organisation is no longer able to meet the terms of the agreement or is unable to continue delivering CTQ Endorsed Courses.

If an organisation withdraws or has its approval withdrawn, it must ensure that learners' interests are protected during the withdrawal process.

Once course approval has been withdrawn, organisations wishing to resume delivery must complete the full approval process again.

****Use of the CTQ Endorsed Logo****

Approved organisations may use the CTQ Endorsed Course logo on marketing materials, websites, and course certificates, subject to the following conditions:

* The logo must not be altered or misrepresented in any way.
* It must only be used in relation to CTQ Endorsed Courses.
* It must not imply the course is a regulated qualification.
* Organisations must adhere to CTQ’s brand guidelines.

CTQ reserves the right to withdraw logo usage if an organisation does not maintain compliance or misrepresents endorsement status.

For further details on logo usage, please refer to the CTQ Brand Guidelines.