**Endorsement Application Form**

**Organisation Details**

|  |  |
| --- | --- |
| Centre name | Click here to enter text. |
| Address | Click here to enter text. |
| Postcode | Click here to enter text. |
| Website | Click here to enter text. |

Is your organisation an existing YMCA Awards approved training provider (if yes, please state centre code below)?

[ ]  Yes

[ ]  No

|  |  |
| --- | --- |
| Centre code: | Click here to enter text. |

**Contact details**

|  |  |
| --- | --- |
| Contact name | Click here to enter text. |
| Contact email | Click here to enter text. |
| Contact telephone | Click here to enter text. |

**Endorsement options and fees**

Please visit the YMCA Awards website for full endorsement fee information (click [here](http://www.ymcaawards.co.uk/centres/endorsement) for fee information)

**The following documents must be submitted with the application for endorsement:**

* Staff CV and copies of qualification certificates
* Scheme of work / lesson plan
* Learner resources e.g. manuals, workbooks, e-learning
* Assessment paperwork (if applicable)
* Policies and procedures

- Appeals (applicable to assessment decisions)
- Complaints

- Malpractice/maladministration
- Equality and diversity
- Health and safety
- Safeguarding (including CRB checks if children are involved in the programme)

- Quality assurance

- Reasonable adjustments and special considerations

- Data protection

- Cancellations

**Product details**

Complete all sections

|  |
| --- |
| Title of course(s) to be endorsed: |
| Click here to enter text. |
| Estimated learner numbers | Estimated delivery start date |
| Click here to enter text. | Click here to enter text. |
| Guided learning hours (if blended learning identify face to face and distance) |
| Face to Face: | Click here to enter text. |
| Distance: | Click here to enter text. |
| Overview of course(s) and intended learning outcome(s): |
| Click here to enter text. |
| Entry requirements; the minimum requirement learners must meet to gain entry to the course (if applicable) |
| Click here to enter text. |
| Method(s) of delivery: |
| Click here to enter text. |
| Assessment methods (if any), e.g. is there an exam? Is there assessment paperwork? If so, please provide examples |
| Click here to enter text. |
| Staff members who will be involved in the delivery of the endorsed course(s), their role in the delivery programme and their qualifications: |
| Staff member name | Role e.g. tutor, quality assurer | Qualifications |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Details of resources (provide an explanation of each resource in the box below, and include copies or access to these resources when on submission of the application): |
| Click here to enter text. |
| I confirm the centre own the Intellectual Property (IP) used to support the endorsed course. I confirm if using IP we do not own we can provide evidence of permission to use this IP. | [ ]  |
| Details of quality assurance in place relating to the course(s): |
| Click here to enter text. |
| Method of evaluating the success (outcomes) of this course, e.g. feedback form, checks made on learning during the course: |
| Click here to enter text. |
| **If your centre has received a sanction, has been refused recognition or endorsement by any other organisation within the last 18 months, provide further information below.** |
| **Please select as appropriate:** |
|[ ]  approval refused |
|[ ]  sanction applied |
|[ ]  approval withdrawn |
|[ ]  other |
|[ ]  N/A |

|  |  |
| --- | --- |
| Name of organisation: | Click here to enter text. |
| Name of qualification(s), course(s) or CPD product(s) | Click here to enter text. |
| Reason for decision: | Click here to enter text. |
| Date of refusal / withdrawal: | Click here to enter text. |

**Preferred method of payment**

[ ]  Credit / debit card (see below)

[ ]  Request invoice

**Credit / debit card call-back**

If you have selected to pay using a credit or debit card, please complete the following section and we will call you to take payment over the telephone.

| Phone number: | Click here to enter text. |
| --- | --- |
| Preferred call-back time: | Click here to enter text. |

**Invoice details**

|  |  |
| --- | --- |
| PO Number (if applicable): | Click here to enter text. |
| Mark for attention of: | Click here to enter text. |
| Invoice address(please ensure it is the same as cardholder address): | Click here to enter text. |

**CIMSPA Development CPD points**

YMCA Awards has partnered with CIMSPA to provide the opportunity for centres to obtain both YMCA Awards Endorsed status and CIMSPA Development CPD points. To take advantage of this partnership offer centres must first have their course endorsed by YMCA Awards, YMCA Awards will then forward the application to CIMSPA for CIMSPA Development CPD approval.

There is an annual charge of £250 plus VAT payable to CIMSPA for this offer. Further information about the benefits and cost savings this offer provides can be found on the YMCA Awards website.

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| CIMSPA CPD endorsement points |
| I confirm we wish to take advantage of the CIMSPA Development CPD points offer and provide consent for YMCA Awards to forward this application (if endorsement is approved) to CIMSPA.By consenting, we agree that a representative of CIMSPA will make contact to issue a partnership agreement and request payment for the annual fee of £250 plus VAT. |[ ]

**Application checklist:**

**Please confirm each point below:**

[ ]  All sections of the application form is complete

[ ]  Copies of staff CVs and certificates have been gathered and submitted with this application

[ ]  Assessment paperwork is in place (if applicable) and will be submitted with this application

[ ]  Learner resources, or access to e-learning, will be submitted with this application

[ ]  All policies and procedures will be submitted with this application (listed on page 1)

[ ]  Declaration regarding CIMSPA CPD endorsement – completed if taking advantage of the offer.

**Declaration**

[ ]  I have read and agree to the [YMCA Awards Terms and Conditions](https://www.ymcaawards.co.uk/sites/ymcaawards.co.uk/files/ymcaawards-endorsement-terms-and-conditions.pdf) and confirm that the centre will endeavour to meet all YMCA Awards requirements with respect to this application. The details given are, to the best of my knowledge, correct:

|  |  |
| --- | --- |
| Name: | Click here to enter text. |
| Job title: | Click here to enter text. |
| Date: | Click here to enter a date. |

Once completed, please email this form and all supporting documents to
awards.quality@ymca.co.uk