

Endorsement Application Form

Organisation Details

Centre name	
Address	
Postcode	
Website	

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

Yes

No

Centre code:	
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Contact details

Contact name	
Contact email	
Contact telephone	

Endorsement options and fees

Please visit the YMCA Awards website for full endorsement fee information: www.ymcaawards.co.uk/fees/

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:		
Estimated learner numbers		Estimated delivery start date
Guided learning hours (if blended learning identify face to face and distance)		
Face to Face:		
Distance:		
Overview of course(s) and intended learning outcome(s):		
Entry requirements; the minimum requirement learners must meet to gain entry to the course (if applicable)		
Method(s) of delivery:		
Assessment methods (if any), e.g. is there an exam? Is there assessment paperwork? If so, please provide examples		
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

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):

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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.	
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Details of quality assurance in place relating to the course(s):

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Method of evaluating the success (outcomes) of this course, e.g. feedback form, checks made on learning during the course:

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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
- restrictions applied
- N/A

Name of organisation:	
Name of qualification(s), course(s) or CPD product(s)	
Reason for decision:	
Date of refusal / withdrawal:	

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:	
Preferred call-back time:	

Invoice details

PO Number (if applicable):	
Mark for attention of:	
Invoice address (please ensure it is the same as cardholder address):	

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

I have read and agree to the [YMCA Awards Terms and Conditions](#) 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:	
Job title:	
Date:	

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