



ACCREDITATION SERVICE
for
INTERNATIONAL COLLEGES

Application for Accreditation by
ASIC
Accreditation Service for International Colleges

APPLICATION FORM FOR INTERNATIONAL SCHOOLS

Applying to ASIC for Accreditation

Thank you for your interest in applying for accreditation through ASIC. Below are the steps an institution needs to undertake in order to complete the application process.

1. An institution needs to complete the Application Form and send this into the ASIC office with the application fee of £1,000. **Please note at this stage no other documentation is required.**
2. On its receipt, the application form will be checked by one of our assessors. ASIC will then make a request to the institution for the Stage 1 documents which can be found below in the section titled 'CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 1'. *(These documents are required to be sent into the ASIC office before any inspection visit takes place only if, the institution is intending to go for candidacy status. If an institution doesn't intend on gaining candidacy status then the Stage 1 documents can be viewed by the ASIC inspectors at the Stage 2 visit.)*
3. ASIC will then contact the institution to either discuss the Stage 1 documentation, or to organise the visit to the institution for the Stage 2 and/or Stage 3 inspection visit.

APPLICATION FORM

1. School Details

(State all places of operation and indicate which of these are to be accredited.)

Name of School:

Details of operation(s) to be accredited:

Head of Institution(name and title):

Address:

Postcode:

Telephone Number:

Fax Number:

Email Address:

Website Address:

Email Address of Head of Institution:

Name & Email Address of person to whom all correspondence regarding the accreditation process should be addressed:

Name & Email Address of Finance Manager/Account Manager:

Addresses of any other places of the School operation:

Address of administrative headquarters (if different from above):

Where did you hear about ASIC?

2. LEGAL STATUS & FINANCIAL DETAILS

Date of formation of the School:

Details and dates of any recent (last 5 years) major re-structuring, such as change of ownership, change of School name, change of premises:

Is the Institution publicly or privately owned?

If a private company, please list the names of the Owners, Directors, Governors, Trustees and Officers of the company:

| |
|------------|
| Owners: |
| Directors: |
| Officers: |
| Governors: |
| Trustees: |
| Officers: |

Is the School a subsidiary company of another organisation? Yes No

If so, give full details, including name, legal status, country in which the organisation was founded/incorporated etc:

Is the School a **Limited Company**? Yes No

Company name:

Registration no: Date of registration:

Is the company limited by shares or by guarantee?

If the School is not a limited company, please state the terms on which the business operates:

The relevant documents from the list below authenticating the legal status of the School must be available for inspection:

- *If a Charity - the Charity Commission Registration Index.*
- *If a Limited Company – the Certificate of Incorporation.*
- *If a Partnership – the Partnership Agreement.*
- *If a subsidiary of another organisation – such documentation of the parent organisation as may be applicable to its legal status.*

Name & address of the School bankers:

Name & address of the School accountants:

AREA OF OPERATION A

3 PREMISES

Are the premises owned or leased by the School?

If leased, please give expiry date(s) for the lease:

- The lease agreement(s) must be available for inspection.*

Please give details of teaching accommodation (including number and capacity of classrooms, research laboratories/facilities, computer suites, practice rooms), library, student common rooms, counselling rooms etc:

Please give details of resources and equipment to support teaching (e.g. LCD projectors, overhead projectors, IT equipment, interactive whiteboards, practice-related equipment, research resources etc):

Please give details of resources available to students for independent study and research, either in the School or elsewhere. Please state any link with local libraries and/or on-line library support, research centres:

Please give details of social/sporting facilities provided for students (e.g. common rooms or access to sporting facilities):

4 HEALTH & SAFETY

Do you have a letter of assurance or certificate from a relevant local body showing compliance with health/sanitary regulations or satisfactory reports by the Environmental Health Department or local equivalent (if food is prepared on the premises)? Yes No

(In some countries this may not be applicable)

Name of the person responsible for health and safety:

Number of staff trained as first-aiders:

Please ensure that you complete and enclose the following:

- Appendix 3 – Health and Safety declaration*
- Appendix 4 – Fire Precautions declaration (unless you have a Fire Certificate).*

5 INSURANCE DETAILS

Do you have Employer’s Liability Compulsory Insurance?

Yes No

AREA OF OPERATION B

6 STAFF

Vice Chancellor/CEO/Principal’s name and title:

Qualifications:

Years in post:

State the numbers of staff in the following categories:

| | | |
|----------------|---------------------------------|----------------------|
| Teaching staff | Full-time: | <input type="text"/> |
| | Permanent part-time: | <input type="text"/> |
| | Temporary/Occasional part-time: | <input type="text"/> |
| Support staff | Research assistants | |
| | Administrative: | <input type="text"/> |
| | Technical: | <input type="text"/> |

7 STUDENTS

Indicate the numbers of students attending the School in each of the last two years:

Full-time (according to local regulations):

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Part-time (according to local regulations):

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

Indicate the numbers of students attending the School currently:

Full-time (according to local regulations):

Part-time (according to local regulations):

| | | |
|----------------------|-------------------------------|----------------------|
| | International (visa req’d) | Local |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

8 COPYRIGHT & DATA PROTECTION

Do you adhere to copyright regulations?

Yes No

Do you have a registration certificate regarding data protection?

Yes No

AREA OF OPERATION D

10 ACADEMIC PROGRESS

How do you monitor and record students' progress, including progress of research students?

Do you monitor student completion rates?

Yes No

Do you have a staff development policy?

Yes No

AREA OF OPERATION E

11 STUDENT WELFARE

Please identify services provided for students and whether they are included within overall fees:

| | Provided (Y/N) | Included in fee (Y/N) |
|-----------------------------|----------------|-----------------------|
| Accommodation | | |
| Recommended text books | | |
| Teaching materials | | |
| Internet access/e-mail | | |
| Printing facilities | | |
| Others (please specify) | | |
| Research documentation..... | | |
| | | |
| | | |

Do you issue pre-arrival guidance to students advising on living in the campus

Yes No

12 STUDENTS UNDER 18 YEARS

Current number of students under the age of 18:

Describe the accommodation arrangements for these students:

Do you have a Child Protection Policy?

Yes No

Number of staff police checked, if applicable:

13 SPECIAL NEEDS

Do you have a Disability Strategy?

Yes No

AREA OF OPERATION F

14 ACADEMIC PROGRAMME

Please list ALL courses/programmes, together with the awarding body, currently running at the School:

AREA OF OPERATION G

15 MARKETING

Name of Marketing Officer:

Do you have an Ethics Policy? Yes No

Do you have agents? Yes No

Do your agents/staff receive training on marketing? Yes No

Please note your website will be critically assessed during the Stage 1 process.

State when your prospectus and website were last updated:

16 SELECTION & ADMISSION OF STUDENTS

Please describe how the School initially assesses students' English Language and Study skills:

Please state provision made for teaching English as a second/foreign language. Is this provision accredited, and, if so, by whom?

AREA OF OPERATION H

17 a TRACKING & MONITORING OF LOCAL STUDENTS

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

17b TRACKING & MONITORING OF INTERNATIONAL STUDENTS

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

How do you track applicants who have applied for visas then fail to enrol (no shows)?

What systems (paper-based and/or electronic) do you have in place to track student attendance and measure cumulative attendance?

What mechanisms do you have for contacting students about their absence?

Please describe your procedures for informing the immigration office of no shows, students whose attendance falls below local statutory limits and students not progressing through their course within the maximum timescale allowed:

Documents relating to immigration reporting requirements will be inspected during inspection visit and may include the following:

- ***sample letters to students about their absence***
- ***sample letters to the immigration authorities about no shows, unsatisfactory attendance and unsatisfactory progress.***

CHECKLIST OF DOCUMENTS TO BE SENT AT STAGE 1

The checklist below shows those documents which will need to be sent to ASIC in order to help complete the Stage 1 process. Please mark the boxes with an "X" to show which documents you have available. If any of the documents do not apply to your institution, then insert N/A.

| | Included with App Form |
|--|---------------------------|
| 1. Copy of the latest 3 years' audited annual Accounts | <input type="checkbox"/> |
| A Premises and Health & Safety | |
| 2. Sketch of floor plans (3 copies) | <input type="checkbox"/> |
| 3. Health & Safety Declaration (Appendix 3) | <input type="checkbox"/> |
| 4. Fire Precautions Declaration (Appendix 4) <u>and</u> a fire risk assessment | <input type="checkbox"/> |
| B Management and Staff Resources | |
| 5. Diagram of staffing structure (3 copies) | <input type="checkbox"/> |
| 6. List of names and designations of all staff | <input type="checkbox"/> |
| 7. CVs of management, academic and senior administrative staff | <input type="checkbox"/> |
| 8. Staff appointment procedures | <input type="checkbox"/> |
| 9. Sample staff contract | <input type="checkbox"/> |
| 10. Equal Opportunities Policy | <input type="checkbox"/> |
| 11. Staff Handbook (3 copies) | <input type="checkbox"/> |
| 12. Procedures for recording students' attendance | <input type="checkbox"/> |
| 13. Procedures for the conduct of examinations/tests | <input type="checkbox"/> |
| 14. Procedures for the production of examination/test papers | <input type="checkbox"/> |
| 15. Arrangements for secure storage of examination papers/scripts | <input type="checkbox"/> |
| C Learning and Teaching; Course Delivery | |
| 16. Student application form (3 copies) | <input type="checkbox"/> |
| 17. Pre-enrolment information for students detailing course entry requirements, fees payable, documents to be presented at enrolment | <input type="checkbox"/> |
| 18. Student Handbook / Sample Course Handbook (3 copies) | <input type="checkbox"/> |
| E Student Welfare | |
| 19. Pre-arrival information for students regarding living in the campus | <input type="checkbox"/> |
| F Awards and Qualifications | |
| 20. Appendix 2 completed for each course currently running | <input type="checkbox"/> |
| 21. Guidance on academic misconduct | <input type="checkbox"/> |
| G Marketing and Student Recruitment | |
| 22. Ethics Policy | <input type="checkbox"/> |
| 23. Criteria for the appointment of marketing agents | <input type="checkbox"/> |
| 24. Marketing Agent's agreement | <input type="checkbox"/> |
| 25. Briefing documents for marketing agents | <input type="checkbox"/> |

- | | |
|---|----------------------|
| 26. Prospectus (<u>3 copies</u>) | <input type="text"/> |
| 27. Procedures for processing enquiries and applications | <input type="text"/> |
| 28. Procedures relating to student admissions and enrolment | <input type="text"/> |
| 29. Procedures for monitoring student records | <input type="text"/> |
| 30. Procedures for the handling of deposits, fee payments and refunds | <input type="text"/> |

References

Please give the names of two people willing to write in support of the institutions application for accreditation. At least one should be able to provide a personal reference for the Principal.

Person 1

Person 2

Application for Accreditation by the Accreditation Service for International Colleges (ASIC)

Declaration: (To be made by the Principal)

1. I declare that to the best of my knowledge the institution, of which I am Principal, is financially stable and that I am able to meet my commitments in terms of both staff salaries and my advertised programme for the students.
2. I declare that the information provided in this application is correct and all supporting documents are genuine and accurate.
3. I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.
4. I am prepared to accept the final decision of ASIC as to the outcome of the inspection.
5. I agree to indemnify ASIC against all claims, demands, expenses and complaints arising from inaccuracies in the information given by me above.
6. I authorise ASIC to approach the institutions bankers (as shown on p3) and the two people I have nominated as referees (as shown on p11) to gain information relating to this application, on the understanding that this information will be treated in absolute confidence.
7. I agree to inform ASIC of any changes in the ownership of the institution or senior management, or significant variation in the academic programme, which occur more than three months before the scheduled date for submitting the annual report.
8. I accept that the term "Accredited by the Accreditation Service for International Colleges" means that my institution has been inspected by ASIC and found to be satisfactory, and I undertake not to represent my institution as enjoying this recognition before it has been granted nor after it has been withdrawn or suspended.
9. I understand that failure of continuing compliance with the accreditation criteria may lead to the removal of my institutions accreditation by ASIC.

Signed:

Date:

Name:

Position / Title:

For and on behalf of (name of institution):

Appendix 2**COURSE DETAILS**

A separate sheet should be completed for each course.

| | |
|--|----------------------|
| Course title | <input type="text"/> |
| Entry qualifications | <input type="text"/> |
| Maximum number in class | <input type="text"/> |
| Average class contact hours per week | <input type="text"/> |
| Examining body | <input type="text"/> |
| Academic level | <input type="text"/> |
| Certificate awarded, and by whom | <input type="text"/> |
| Duration of course | <input type="text"/> |
| Teacher/Course Leader responsible for the course | <input type="text"/> |
| Brief outline of the course content and its delivery | <input type="text"/> |

Appendix 3**HEALTH AND SAFETY DECLARATION****Declaration to be completed to comply with Health and Safety Executive requirements.**

I confirm that the institution satisfies the ten basic requirements placed upon employers by the Health and Safety Executive, namely:

1. A risk assessment has been carried out, which has identified any areas of harm and precautions to be taken.
2. A health and safety policy exists for the institution.
3. The institution has current Employer's Liability Compulsory Insurance on display.
4. Named staff have received health and safety training.
5. The institution receives competent advice to assist in meeting health and safety requirements.
6. Basic health, safety and welfare needs of staff and students are met i.e. toilets, washing facilities, drinking water are provided on the premises.
7. Staff are consulted on health and safety issues.
8. The health and safety law poster is on display.
9. There is a facility for reporting work-related accidents, diseases and dangerous occurrences.

Signed (Principal/Owner):

Date:

Name of Institution:

Addresses of premises to which this declaration applies:

FIRE PRECAUTIONS

Declaration to be completed when no Fire Certificate is required (after 1 October 2006)

- 1 I certify that the premises identified below do **not** require a Fire Certificate in order to comply with statutory requirements. Instead, a fire risk assessment has been undertaken.
- 2 I am satisfied that adequate steps have been taken to ensure that:
 - 2.2 The means of escape with which the premises are provided are safe and efficient and that escape routes are unobstructed and clearly signposted.
 - 2.3 Fire detection equipment, fire extinguishers, fire alarms and emergency lighting within the premises are maintained in efficient working order.
 - 2.4 All employees and students receive instructions on what to do in the event of fire.
 - 2.5 Fire drills are held at appropriate intervals and that these are recorded.
- 3 I am satisfied that there is a minimal risk of danger from fire to the students in my care, and I understand that I am committing an offence if I do not provide the means of escape or the means for fighting fires.

Signed (Principal):

Date:

Name of Institution:

Please give the addresses of all premises to which this declaration applies: