

Applying to ASIC for Accreditation

Thank you for your interest in applying for ASIC Accreditation and welcome to the start of the process.

We are aware that, particularly for smaller institutions, the array of documents that we need to see and even the application form itself can, at first sight, appear daunting. So, before you begin, we have explained the process and provided guidance notes, all designed to help you fill out the form quickly and easily. *The Form is not as long as it appears; it mostly consists of check boxes for Y/N responses and declarations.*

Please read the guidance notes *before* starting to complete your application. We hope you find them helpful.

Explanation of the Application Process

**An institution wishing to apply for accreditation under ASIC will need to demonstrate in its application (and subsequent inspections) that it:**

* Is a genuine education institution offering high quality academic or professional programmes, which are recognised by reputable bodies such as UK Universities, EDEXCEL, ABE, NCC, ACCA etc. for articulation/advanced entry purposes to UK courses.
* Provides a suitable academic environment for students to enable them to be successful in their studies and gain maximum benefit from studying in the UK.
* Employs suitably qualified staff to teach and counsel students at the appropriate level.
* Provides a stable, safe, and enjoyable learning environment.
* Provides adequate support to students regarding welfare and study resources.
* Operates within the UKVI regulations regarding international students.
* Employs ethical marketing strategies in the recruitment of international students with appropriate monitoring processes to ensure compliance with UKVI regulations.
* Has suitable quality control procedures for the appointment and monitoring of education agents/representatives.

Application to Inspection:

1. Once you have read through the following guidance notes and completed the Application Form, including all Appendices, send the Form to ASIC via email or post (make sure you include all\* the documentation needed at this stage, **Appendix 1**). *Please ensure that you understand your institution's responsibilities in holding ASIC Accreditation (UK Accreditation Handbook, Section 3.2), including the payment of fees and the requirement to follow the ASIC Code of Ethics for UK Institutions.*

*\*When checking your documents against the list, if you find anything you do not appear to have (or anything you are unsure about), please contact the office before you submit your application so we can assist. In some cases (e.g., for newly operating institutions), we may be able to provide templates for you to adapt and adopt accordingly.*

1. When ASIC has received your application, the ASIC Finance Department will invoice the institution for the Fees covering Stage 1 (Assessment of Application Form and Documentation) and Stage 2 (Inspection).
2. Once payment is received\*, the Applications Manager will check the information submitted and may contact the institution to request further clarification or ask for more information.
3. ASIC will contact the institution to organise the Stage 2 Inspection (in some cases, Stage 3) asking for three available dates for inspection. *(Please note, if the institution does not provide* ***three*** *available dates, ASIC will be unable to quickly ascertain the availability of inspectors and the visit may take longer to organise.)* ASIC will confirm the chosen date via email to the institution’s designated Point of Contact (see Institution Details, below) and will visit the institution to carry out the inspection (see process in UK Handbook, Section 2). Stage 2 involves one inspector for a single day and Stage 3, two inspectors over two days. \*\*

\* *Please be aware that the Accreditation Team will be unable to process your application until our Finance Department has confirmed receipt of the Application and Inspection Fee.*

*\*\* The number of inspectors and days required may change due to the size of the institution and complexity of its provision.*

Fee Schedule

(Until December 2023)

**Application Fee:** £300 (to be included with the Application).

**Inspection Fee:**  Stage 2: £1350 + £350 per inspector day (to be included with the Application).

Stage 3: £1200 + £350 per inspector day.

**Annual Accreditation Fee:** £1000 - £3000 (depending on the size of the institution). \*

*\*The first annual fee will be due immediately after either interim or full accreditation is announced.*

Guidance notes for completing the Form

**Filling out the application form:**

* **First and foremost, the completion of the Application Form and Checklist is not a test. They have been intentionally designed to provide institutions with a straightforward way of gathering all the necessary information required for Stage 1**. If you require any clarification or advice when completing the form, the ASIC Office team are here to help. please e-mail [info@asic.org.uk](mailto:info@asic.org.uk) or call +44 (0)1740 617920.
* The Application Form follows the Stages within an inspection visit, looking at the Areas of Operation in sequence. You may find it helpful to cross-reference with the Accreditation Handbook and the ASIC UK Standards of Accreditation for fuller information. (We suggest looking at the documents together when filling out the Form, as you will find it helps to make sense of the process.)
* We advise that you keep a copy of the completed Application on file. You will find it an invaluable route through the inspection visit(s) as it takes care of a very large part of your preparation for inspection.
* You may find that several questions/document requests are not relevant to your institution. *For example: many institutions do not prepare food on their premises; most do not have students aged under 18; some do not use agents.* Where this is the case, please insert N/A. If we require an explanation, we will let you know.

**Note for Online and Blended Learning institutions:** If your provision includes any aspect of blended (onsite learning) *or* where all learning is online, but staff work from an admin office/centre you must answer the questions that relate to your premises of operation - and include all documentation regarding Health and Safety and Fire Risk Related Assessments, for example. Marking N/A for areas which are legal or UKVI requirements will only lead to delays in processing your application or unsuccessful applications. If you have any questions, please contact the ASIC Office.

**Note for institutions operating from shared/rented/serviced building/other institution’s premises (e.g., private summer schools operating from university premises):** ASIC will still need to receive the required documentation pertaining to the premises of operation (even if where you are operating from undergoes checks from other bodies). As per our remit, ASIC is unable to approve institutions for Accreditation unless they can demonstrate that they have the required documentation in place. In most cases, we find any missing information/ documentation already exists and is easily obtained. If you are at all unsure, please ask us for help.

* The questions on the Application Form must cover institutions of widely varying size. *Smaller institutions should not be deterred by references to facilities or services that they cannot realistically offer.*
* As you complete the form you will notice there are shaded guidance boxes throughout, **use the notes in these boxes to ensure you correctly input the information required for that section**. In some sections we have also provided notes further explaining what will need to be seen during the inspection or will need to accompany the application, as per the Checklist of Required Documents.

**Documentation:**

* The Checklist of Required Documents will help you ensure you include the documentation needed to progress straight through to the Inspection Stage.
* Please do not be deterred by the number of documents required as per the Checklist. You will find that most, if not all, will already exist with the great majority being essential for the legal operation of your institution, and for accreditation by any of the authorised bodies. Many of the documents may be held by more than one section of your administration, some may need updating, and only a few may need to be obtained for the first time. You will find this a beneficial opportunity to collate them all into one place.
* Most institutions find collating the documents to be a useful exercise, not only for gaining ASIC Accreditation but also for future endeavours. The resulting compendium is in a format and sequence that is likely to be required by any institution or professional body with whom you wish to form a validating partnership and should greatly facilitate setting up future relationships of this kind.
* Quite a few documents mentioned in the Application Form/Checklist, e.g., Disability Strategy or Equal Opportunities Policy, may relate to information your institution covers in its Student Handbook/Staff Handbook/Prospectus/Quality Manual. Where information is already available in this way, simply refer us to its location rather than produce copies of these documents specially.

**UK Visas & Immigration (UKVI):**

* Finally, if you are reviewing the actual operational activity of your institution in preparation for accreditation, then we would advise that particular attention is paid to those areas prioritised by UKVI: systems for recording weekly attendance and calculating cumulative attendance; ongoing evaluation of students’ academic progress; processes for contacting the UKVI regarding cases of inadequate attendance/progress and no-shows; delivery of programmes that lead to recognised awards or progression pathways.

You are now ready to begin completing the Application Form.

If you have any questions before you start, please e-mail [**info@asic.org.uk**](mailto:info@asic.org.uk) or ring **+44 (0)1740 617920**.

*(The ASIC Office is open UK office hours 09:00-17:00, Monday to Friday, except for Bank Holidays.)*

We hope you will find the accreditation process useful and productive. We look forward to working with you.

Application Form

***Please note:***

*In places where you are unsure what to put/whether to fill in N/A, please do not hesitate to ask us before you submit your application.*

*We suggest that you fill out the form as best you can, noting any questions you may have along the way, then send any/all of your questions regarding the application in* ***one*** *e-mail to* [*info@asic.org.uk*](mailto:info@asic.org.uk)*.*

*This speeds up the process considerably and ensures that you submit the information required first time round. Completing the application as efficiently as you are able means your institution will progress straight through to the Inspection Stage as quickly as is possible.*

**INSTITUTION DETAILS**

Institution Name:

*N.B. Please state ALL places of operation and*

*indicate which of these are to be accredited.*

Details of operation(s) to be accredited:

Head of University (Name & Title e.g., Professor, Dr):

Address:

Postcode:

Telephone number:

Website address:

Email of Head of Institution:

Name & email of Point of Contact for all correspondence\* from ASIC regarding the accreditation process:

\*This contact will be automatically signed up to the ASIC Members Newsletter where information about ASIC Members offers, events, and member resources from ASIC and our partners is circulated.

Addresses of any other places the Institution operates:

Address of administrative headquarters (if different from above):

Name & Email Address of Finance Manager/Account Manager:

Name & Email Address of Marketing Manager/Department:

Where did you hear about ASIC e.g., recommendation, web search, website, social media platform?

**This field is optional:** Please enter any additional email addresses of all those who would like to receive the ASIC Newsletter (to hear about ASIC news, events, and promotional opportunities for your institution) in the box below. On receipt of the application, we will add the email addresses provided to our mailing list. *Please keep an eye on your inbox for the double opt-in email to confirm that you are happy to receive the Newsletter.*

**LEGAL STATUS AND FINANCIAL DETAILS**

Date of formation of the Institution:

Provide details and dates of any recent (last 5 years) major re-structuring, e.g., change of ownership, change of Institution name, change of premises:

Is the Institution a **subsidiary company** of another organisation? (Indicate **Yes** as Y or **No** as N.)

If **yes**, state full name, legal status, and country in which organisation was founded/incorporated:

Is the Institution a **Limited Company**? (Y/N) If **yes,** state if limited by shares or by guarantee:

If **yes**, provide the following information:

Company name:

Registration no: Date of registration:

*N.B. The question below regards the legal status of the Institution (e.g., as a limited*

*company or a charity) and lists positions which may be involved its governance.*

*If any/all of these do not apply to your Institution, please enter N/A as appropriate.*

If the Institution is **Limited Company**, please list the names, nationalities, and visa statuses of the following positions:

Owners:

Directors:

Officers:

If **not a Limited Company**, please state the terms on which the business operates:

Documents authenticating the legal status of the Institution must be available for inspection: if a Charity, the Registration number; if a Limited Company, the Certificate of Incorporation; if a Partnership, the Partnership Agreement; if a subsidiary company, documentation applicable to the legal status of parent organisation.

Name & address of the Institution bankers:

Name & address of the Institution accountants:

Please enclose/attach a copy of the latest three year’s audited annual accounts or the years that are available if operating for less than three years.

**A) PREMISES, AND HEALTH AND SAFETY**

**PREMISES**

Are the premises owned or leased by the Institution?

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

***Please note:*** *The lease agreement(s) must be available for inspection at Stage 2.*

Do you have confirmation from the local council that the College has permission to use the premises for educational purposes (Y/N):

**HEALTH AND SAFETY**

Do you have a Local Authority letter of assurance or certificate showing compliance with health/sanitary regulations or satisfactory reports by the Environmental Health Department (if food is prepared on the premises? (Y/N)

Have you undertaken an external health and safety risk assessment? Indicate Y/N and if yes, state by whom and when was this completed?

Have all the recommendations been met? (Y/N)

Have you undertaken an external fire risk assessment? Indicate Y/N and if yes, state by whom and when was this completed?

Have all the recommendations been met? (Y/N)

Do you have a health and safety policy, including duty of care to students? (Y/N)

Name of the person responsible for health and safety:

Number of staff trained as first-aiders:

*Please ensure that you complete and enclose/attach the following from the Appendices to the Application:*

* *Appendix 3: Health and Safety declaration.*
* *Appendix 4: Fire Precautions declaration.*

**B) GOVERNANCE, MANAGEMENT, AND STAFF RESOURCES**

**STAFF**

Head of Institution’s name and title of post (e.g., Principal, Vice Chancellor, CEO):

Qualifications:

Number of years in post:

Is the Head of the Institution employed Full Time or Part Time?

Is the Head of the Institution also the Head of another institution? Indicate Y/N and if yes, please give the name, address, and contact details of the College.

Does the Head of the Institution have any other work commitments? Indicate Y/N and if yes, please details.

State the numbers of staff in the following categories:

Teaching staff under 10 hours:

Teaching staff: 10-20 hours:

Teaching staff 20 hours and over:

Management staff FT:

Management staff PT:

Support staff (administrative/technical) FT:

Support staff (administrative/technical) PT):

Does the Institution have the following:

Employer’s Liability Compulsory Insurance? (Y/N)

Public Liability Insurance? (Y/N)

Equal Opportunities Policy relating to employment? (Y/N)

**STUDENTS**

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

**Full-time (15 hours or more per week)**

**On courses lasting fewer than 15 weeks:** Previous: Current:

**On courses lasting 16 weeks or more:**  Previous: Current:

**Part-time (fewer than 15 hours or more per week)**

**On courses lasting fewer than 15 weeks:** Previous: Current:

**On courses lasting 16 weeks or more:**  Previous: Current:

**COPYRIGHT AND DATA PROTECTION**

Does the Institution have the following:

Written procedures for the production of examination/test papers for formative tests/mock examinations? (Y/N)

Written procedures for the conduct of assessments, including invigilation arrangements? (Y/N)

Confirmed approval of the College as an awarding body test/examination centre as appropriate? (Y/N)

Suitable copyright notices at photocopiers? And adhere to the CLA regulations? (Y/N)

Registration certificate from Information Commissioner’s Office? (Y/N)

*Please ensure that you complete and enclose the following from the Appendices to the Application:*

* *B.1.1 Diagram of staffing structure with names and designations of all management, academic (identifying Course/Subject Leaders) and support staff*
* *B.7.1 Staff Handbook*

**C) LEARNING, TEACHING, AND COURSE DELIVERY**

*Please enclose/attach information provided to students relating to:*

* *C.1.1 Pre-enrolment information*

**E) STUDENT WELFARE**

**SERVICES AND RESOURCES**

Please identify services provided for students and whether they are included within overall fees (Y/N):

**Accommodation** Provided: Included in Fees:

**Recommended textbooks** Provided: Included in Fees:

**Teaching materials** Provided: Included in Fees:

**Internet access/e-mail** Provided: Included in Fees:

**Printing facilities** Provided: Included in Fees:

**Others (*please specify below*)** Provided: Included in Fees:

*N.B. Most institutions do not have students aged under 18.*

*Where this is the case, simply enter N/A.*

Current number of students under the age of 18:

Describe the accommodation arrangements for these students:

Do you have a Child Protection Policy? (Y/N)

State the number of staff DBS checked (if applicable):

Do students have the opportunity to declare special learning, medical or physical needs? (Y/N)

Do you have a written student complaints and grievance procedure?

*Please ensure that you enclose/attach the following:*

* *E.1.1 Pre -arrival information for international students*
* *E.1.2 Any written information for students about their rights and obligations under the Short-term study visa or Standard visitor visa*
* *E.3.2 Student Handbook*

**F) AWARDS AND QUALIFICATIONS**

Do you have written guidance on academic misconduct? (Y/N)

**) LEARNING, TEACHING, AND COURSE DELIVERY**

*Please enclose/attach the following:*

* *F.1.1 Course summary (Appendix 4) for each approved external courses*
* *F.2.1 Course summary (Appendix 4) for each internal course*

**G) MARKETING AND RECRUITMENT OF STUDENTS**

Does the Institution have the following:

An Ethics policy in relation to: the marketing of the College; the recruitment of students; the ethical practice of staff and agents? (Y/N)

Written administrative procedures for processing student enquiries and process diagram? (Y/N)

Approvals/licences for the use of images used on the website and other hard copy literature? (Y/N)

An equal opportunities policy that includes duty of care to students? (Y/N)

*Please enclose/attach the following:*

* *G.2.1 Written criteria for the appointment of agents*
* *G.2.2 Written briefing documents for agents*
* *G.2.3 Copy of agent agreement*
* *G.2.4 List of the agents used in recruiting the current students and their contact details*
* *G.2.5 Evidence of monitoring the performance of agents such as: record of agents’ student recruitment data; student satisfaction questionnaires*
* *G.3.3 College prospectus (where applicable)*
* *G.4.1 Written academic admissions requirements (course summary, Appendix 4)*
* *G.4.2 Written English language admissions requirements (course summary, Appendix 4)*

*N.B. regarding G.3.1 - please note your website will be continually monitored by ASIC staff.*

**H) SYSTEMS MANAGEMENT AND COMPLIANCE WITH IMMIGRATION REGULATIONS**

Does the Institution have the following:

Written administrative procedures for monitoring the number of offers made and accepted? (Y/N)

Written administrative procedures for checking the student’s financial status? (Y/N)

Written administrative procedures for student admission and enrolment and process diagram? (Y/N)

Written administrative procedures for handling deposits, fee payments and refunds and for maintaining records of these transactions and process diagram? (Y/N)

Institution policy for the refund of deposits? (Y/N)

Evidence of a self-service system for students to update their personal details? (Y/N)

Written administrative procedures/process diagram for investigating a no show? (Y/N)

Written administrative procedures for recording and monitoring student attendance and process diagram; procedures should cover punctuality and monitoring the extent of lateness for classes? (Y/N)

Written administrative procedures/process diagram for dealing with student absences? (Y/N)

Sample warning letters to students regarding unsatisfactory attendance including possible cancellation of a student’s registration? (Y/N)

Written administrative procedures/process diagram for dealing with unsatisfactory student progress? (Y/N)

Sample warning letters to students regarding unsatisfactory progress including possible cancellation of a student’s registration? (Y/N)

Written administrative procedures/process diagram for dealing with withdrawals and deferrals? (Y/N)

Written staff appointment procedures, job descriptions and person specifications? (Y/N)

Sample job advertisements (Jobcentre Plus must be one of the employment agencies used)? (Y/N)

Sample contracts for management, academic and support staff? (Y/N)

Written evidence that staff qualifications have been verified? (Y/N)

List of all staff (including owners and directors) showing their visa status and written evidence of verification that staff have the right to work in the UK? (Y/N)

Evidence of a self-service system for staff to update their personal details; an historical record of contact details should be kept? (Y/N)

Written administrative procedures for notifying ASIC of a change of premises or extension of existing premises? (Y/N)

*Please enclose/attach the following:*

* *H.1.1 Student application form*
* *H.1.2 Written administrative procedures for processing applications*
* *H.1.7 Enrolment form*
* *H.1.8 A list of all students showing: course; date of first enrolment in the College; date of enrolment on current course*
* *H.2.1 Written administrative procedures for creating and maintaining student files and process diagram*
* *H.9.1 Written administrative procedures for creating and maintaining staff files and process diagram.*

Checklist of Required Documents

The Checklist details the documents which need to be sent to ASIC to complete the Stage 1 process and enclosed with/attached to the submission of the Application Form. For each document, please mark the relevant box with an “X” in the end column to show that a copy of each one is available and included with the Application. If you find any of the documents do not apply to your institution, please insert N/A (we will advise you if we find otherwise). If you are unsure, please contact us before you submit your application.

|  |  |  |
| --- | --- | --- |
| 1. | A copy of the latest three years audited annual Accounts (or the years that are available if operating for less than three years.) |  |
| **A) PREMISES AND HEALTH AND SAFETY** | | |
| 2. | Health and Safety Declaration (**Appendix 2**) |  |
| 3. | Fire Precautions Declaration (**Appendix 3**) |  |
| **B) MANAGEMENT AND STAFF RESOURCES** | | |
| 4. | Diagram of staffing structure with names and designations of all management, academic (identifying Course/Subject Leaders) and support staff |  |
| 5. | Staff Handbook |  |
| **C) LEARNING AND TEACHING; COURSE DELIVERY** | | |
| 6. | Pre-enrolment information for students detailing course entry requirements, fees and refund policy, documents to be presented at enrolment |  |
| **E) STUDENT WELFARE** | | |
| 7. | Pre-arrival information for international students regarding living in the UK |  |
| 8. | Written information for students about their rights and obligations under the Short-term study visa or Standard visitor visa |  |
| 9. | Student handbook |  |
| **F) AWARDS AND QUALIFICATIONS** | | |
| 10. | Course summary (**Appendix 4**) for each approved external course |  |
| 11. | Course summary (**Appendix 4**) for each internal course |  |
| **G) MARKETING AND RECRUITMENT OF STUDENTS** | | |
| 12. | Written criteria for the appointment of agents |  |
| 13. | Written briefing documents for agents |  |
| 14. | Copy of agent agreement |  |
| 15. | List of agents used in recruiting the current students and their contact details |  |
| 16. | Evidence of monitoring the performance of agents such as: record of agents’ student recruitment data; student satisfaction questionnaires |  |
| 17. | Institution prospectus (where applicable) |  |
| 18. | Written academic admissions requirements (on course summary, **Appendix 4**) |  |
| 19. | Written English language admissions requirements (course summary, **Appendix 4**) |  |
| **H) SYSTEMS MANAGEMENT AND COMPLIANCE WITH IMMIGRATION REGULATIONS** | | |
| 20. | Student application form |  |
| 21. | Written administrative procedures/process diagram for processing applications |  |
| 22. | Enrolment form |  |
| 23. | List of students showing course, date of first enrolment in the college, date of enrolment on current course |  |
| 24. | Written administrative procedures/process diagram for creating and maintaining student files |  |
| 25. | Written administrative procedures/process diagram for creating and maintaining staff files |  |
| **FEES DUE WITH APPLICATION:** | | |
| 26. | Please mark X for this column to show you understand that ASIC will invoice the institution once the Application is received, and the Fees must be paid to progress the Application to Inspection: Application Fee £300 + Stage 2 Inspection Fee £1550 = Total: £1850 |  |

References

Please give the names, position, and contact details of **two people** (both must be external)willing to write in support of the Institution’s application for accreditation. *At least one should be able to provide a personal reference for the Head of Institution.* Please include name, email, and work contact number.

Person 1:

Person 2:

Appendix 1

**DECLARATION BY HEAD OF INSTITUTION**

**Declaration: To be made by the Head of the Institution**

1. I declare that to the best of my knowledge the Institution, of which I am the Head, is financially stable and able to meet its commitments in terms of both staff salaries and advertised study programmes.
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 Institution’s bankers (as shown on page 6) and the two people nominated as referees (above) 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 Schools, Colleges & Universities" 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 to continue compliance with the accreditation criteria may lead to the removal of my Institution’s accreditation by ASIC.
10. I have read the UK Accreditation Handbook (Section 3.2) and understand my institution's responsibilities in holding ASIC Accreditation, including the payment of fees and the requirement to abide by the ASIC Code of Ethics. I understand that failure to continue compliance may lead to the removal of my Institution’s accreditation by ASIC.

Signed: Date:

Name: Position:

For and on behalf of (name of Institution):

Appendix 2

**HEALTH AND SAFETY DECLARATION**

**Declaration to be completed to comply with Health and Safety Executive requirements:**

I confirm that the Institution satisfies the basic requirements typically 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 any current Employer’s Liability 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 (*not mandatory but recommended UK best practice*).
9. There is a facility for reporting work-related accidents, diseases, and dangerous occurrences.

Signed (Head of Institution or Owner): Date:

Name: Position:

Name of Institution:

Addresses of premises to which this declaration applies:

Appendix 3

**FIRE PRECAUTIONS DECLARATION**

**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:
   1. The means of escape with which the premises are provided are safe and efficient and that escape routes are unobstructed and clearly signposted.
   2. Fire detection equipment, fire extinguishers, fire alarms and emergency lighting within the premises are maintained in efficient working order.
   3. All employees and students receive instructions on what to do in the event of fire.
   4. 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 and staff 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 (Head of Institution or Owner): Date:

Name: Position:

Name of Institution:

Addresses of premises to which this declaration applies:

Appendix 4

**COURSE DETAILS**

***Please note:*** *a separate sheet should be completed for each course; the sample course details give ASIC an initial insight into the typical structure of the courses on offer, more information may be sought during the inspection.)*

Course title:

Entry qualifications:

English Language Requirements:

Academic Requirements:

Maximum number in class:

Average class contact hours per week:

Examining body:

Academic level:

Certificate awarded, and by whom:

Duration of course:

Teacher/Course Leader responsible for the course:

Brief outline of course content and delivery (*or* *if available on the institution’s website, simply provide the link(s) here/if available in a copy of the prospectus included in the enclosed/attached documentation, please state on which page number(s)*):