

Accreditation Application Form

This application form is intended to provide a broad understanding of the organisation that is applying for accreditation to enable us to make an informed decision. The Association's decision is final, although accreditation will not normally be withheld provided that the organisation can demonstrate competence in the subjects that ATHE offer and that it has the facilities to provide learning to students in professional manner. Applications should be completed clearly and in as much detail as possible. Additional support material that may assist the application should be submitted at the time of the application including links to web sites.

Please note if you cannot fit the required answer in the space provided please attach extra sheets stating the question you are answering above.

The purpose of this form;

This application form is to be used by organisations that wish to offer courses that will lead to the qualifications of The Association of Tourism and Hospitality Executives Ltd

General Rules on Completion of this Application Form

The college being accredited will hereby be referred to as 'The Centre'

1. Organisations that wish to offer the Association's qualifications at more than one centre need complete only one application form, provided that each additional centre is under the direct control of the applying organisation
2. Where additional centres are franchised or do not come under the direct control of the applying organisation, additional forms may be required
3. The certificate of accreditation will normally be made out in the name of the organisation that applies for accreditation
4. Where an organisation uses a trading name this must be clearly stated on the application if this name is to appear on the certificate
5. Accreditation will be granted for an initial period of twelve months and renewed annually. A renewal fee will apply, please see www.atheuk.com for the latest fees.
6. The Association reserves the right to suspend or terminate an accreditation if the organisation fails to meet the required standards
7. Organisations that have their accreditation suspended or terminated shall have the right to challenge the decision by making representation to the Board of Advisors of the Association
8. If any of the information provided on the Accreditation form changes during the period of accreditation it is the responsibility of the college to inform ATHE within 7 days

The accreditation fee is payable with this application form, but will be refunded in full in the event of application refusal (stage 1). Refund at stage 2 is subject to administration costs.

Use of the ATHE's and it's affiliates names and logos

1. Centres must not use the names or logos of ATHE or it's affiliates except in relation to ATHE or courses provided by ATHE.
2. Centres must include the ATHE logo, contact details and weblink in a prominent position wherever any ATHE courses or services are displayed.
3. Centres are encouraged to advertise ATHE courses on their website.
4. Centres must send ATHE a hi-res copy of their logo for ATHE to provide free marketing material

Centre Inspection

1. ATHE will make annual inspections of the centre and also reserve the right to inspect the centre at any time.
2. During inspections ATHE will have full access to the centre including access to administrative systems,
3. The centre agrees to provide athe and qualifications regulators with access to premises, people and records and to cooperate with the awarding organisations monitoring activities

Centres must ensure that their assessment methods follow the guidelines below:

4. Assessment instruments and tasks are of the required quality standards.
5. The centre staff have the ability and competence to detect plagiarism.
6. Sufficient expertise to ensure accuracy & consistency of standards in the grades of units.
7. Suitable training is offered to all people involved in the assessment process.
8. For each qualification sufficient evidence of each learners' work or assessment decisions is retained to monitor over time.
9. Any claims for exemption are identified by the college and acted upon accordingly.

The centre must comply and cooperate with ATHE's diversity and equality procedure.

ATHE will consider all the above before approving this application & on subsequent inspections.

Centre contact details, (for students)

Main Telephone: _____

Main Email address: _____

Section 1 - About you

Your name: _____
Position/Job Title: _____
Job Roles: _____

Email Address: _____

Section 2 - About your organisation

Name of Organisation applying for accreditation:

Name as you wish it to appear on the certificate of accreditation:
(if different to above)

Main Address:

Other Centres: (If any)

Are your premises owned or leased (circle where applicable)
If leased please give expiry dates of the lease:

Web Address:

Type of organisation: (i.e. college, private provider etc):

Date of incorporation/commencement of business:
_____ UKBA license number: _____

What courses other than the courses ATHE supplies, does your
organisation offer?

What are the main aims and objectives of the company

Please give details of teaching accomodation provided,
including number and capacity of classrooms, computer suites,
student rooms etc:

Form Guide -

1 – If the person named in section one leaves the organisation then a new point of contact must be chosen.

2 – Please be as thorough as possible to avoid delays in processing your application

3 – If you are advertising our courses on your website you must include our logo & link to, www.atheuk.com Contact your liaison officer whom will be happy to provide you with a logo

4 – If there are multiple teachers responsible for teaching the ATHE courses, please provide all their C.V's and details of which subjects they teach.

Which other organisations or examination boards is your organisation accredited by?

Explain what arrangements does your centre have for students with special needs? E.g. Wheelchair facilities

Do you have a Disability strategy:

Yes/No

If yes please enclose.

Legal Status & Financial Details

Date of formation of the College:

Details and dates of any major restructuring, such as change of ownership, college name or premises:

List below the names of Owners, Directors and Officers of the company:

Is the College a subsidiary company of any other organisation

Yes/No

If yes give details including name, legal status, country the organisation was founded etc:

Company number:

5 – If you have any queries please contact us via e-mail at newcentres@atheuk.com or call 01603 283 500

6 – Please print, sign and scan this form then email it to: newcentres@atheuk.com

Checklist of required documents:

Diagram of staffing structure: _____
List of names and designations of all staff _____
Cv's of management, academic and senior admin staff _____
Equal opportunities policy _____
Staff handbook _____
Procedures for the production of assignments _____
Arrangements for secure storage of exam papers/scripts _____
Guidance on academic misconduct _____
(including an plagiarism policy) _____
Application fee of £1350 _____

Which payment method will you be using? (please circle)

Cheque Bank Transfer Other

please visit atheuk.com/payment

I hereby sign that all the information on this form is correct at the time of signing.

Name _____ Sign _____ Date _____

The following is for ATHE use only:

I hereby sign granting accreditation to the afformentioned centre.

Name _____ Sign _____ Date _____

The current accreditation fee is £1350 to make this payment go to www.atheuk.com/pay. You're application cannot be considered until payment has been received.

athe contact details

For Marketing material and information on ATHE's brand guidelines email **Marketing@atheuk.com**

If you would like more information on becoming a centre email **Centres@atheuk.com**

