

Application for Centre Approval and or Extension to Qualification Scope

This form is for use by new centres and existing LCL Approved Centres (AC) extending their scope of qualification approval by Logic Certification Limited (LCL).

Please complete the form and return to:

The Administration Manager
Logic Certification Limited
Unit 2, 1 Rowdell Road
Northolt
Middlesex
UB5 5QR
Tel: 020 8839 2439
Fax: 020 8839 8612
Email: enquiries@logic-cert.com

Company Contact Details

Company Name/Trading Name	
Company Registration Number	
Address	
Postcode	
Telephone	
Facsimile	
E-mail Address	
Web Address	
Centre Manager Name	
Centre Manager Email address	

Approval Scope Details

Tick the appropriate box	New centre approval * <i>*Supplementary questionnaire to be completed</i> <i>* Approval fee will be invoiced when centre agreements dispatched. Please refer to the current price list for terms</i>		Qualification scope extension* <i>*Scope Extension(s) fee will be invoiced when application is received. Please refer to the current price list for terms.</i>
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Please list all qualification codes applying for.

In completing this application, I confirm I am authorised to apply on behalf of this Centre and that all the information contained in this application is true and accurate. I understand that LCL may accept or decline this application at its discretion. I agree to the terms of payment relating to the centre approval fee and the scope extension fee. Should LCL decline this application it is not obliged to explain its decision.

Name	Signature	Date

New Centre Application Supplementary Information
(To be completed for all new Centre applications.)

Personnel Contact Details	
Technical Manager	Name : Direct Email : Direct Tel :
Administration Manager	Name : Direct Email : Direct Tel :
Accounts/Financial Controller	Name : Direct Email : Direct Tel :
Information	
Is the centre approved by another awarding or certification organisation(s) for any qualification delivered by the centre?	Yes / No <i>If yes give organisation names</i>
Is the centre currently approved by another awarding or certification organisations for the qualification the centre is applying for?	Yes / No <i>If yes please give details</i>
Has the centre ever had centre or qualification approval withdrawn by an awarding or certification organisation?	Yes / No <i>If yes please give details</i>
Have the directors and or owners of the centre been officers of a training and or assessment company that has ceased to trade or gone in to administration, liquidation in the past 6 years?	Yes / No <i>If yes please give details</i>
Does the centre operate a quality management system for the qualification(s), the centre is seeking to deliver with LCL?	Yes / No <i>If yes please give details</i>
Is the centre registered with the Information Commissioners Office?	Yes / No <i>If no please give details why not If yes please insert registration No</i>
Does the centre intend to deliver the qualification applied for at locations remote from the centre address above?	Yes / No <i>If yes please complete another form and attach</i>
Is the centre able to provide the management, financial, human and physical resources required by the qualification?	Yes / No <i>please add comments below</i>
Does the centre currently have sufficient qualified and occupationally competent personnel within the centre? <i>(see separate application form for each member of staff)</i>	Trainers - Yes / No Assessors - Yes / No Internal Verifiers - Yes / No <i>If No please give details</i>
What is the target date for centre approval?	

Logic Certification Limited (LCL) - Vat Exemption Reply Form

Organisation Name:	
Telephone Number:	
LCL Approved Centre Number:	

Please confirm your status by ticking the appropriate box.

- School, university, sixth form college, tertiary college or further education college or other centrally funded higher or further education institution (defined as such under the Education Acts) or the governing body of one of these institutions;
- Local authority;
- Government department or executive agency;
- Non-profit making body that carries out duties of an essentially public nature similar to those carried out by a local authority or government department;
- Health authority;
- Non-profit making body that meets the following conditions:

A charity; professional body ; company limited by guarantee; or an ad hoc group organising specific conferences or training events that can't and doesn't distribute any profits we make; applies any profits that might arise from our supplies of education research or vocational training to the continuance or improvement of such supplies;

We are not an eligible body, however:

- We are a commercial provider of vocational training and the consideration payable is ultimately a charge to funds provided pursuant to:
Section 2 of the Employment and Training Act 1973,
Section 1A of the Employment and training Act (Northern Ireland) 1950 or
Section 2 of the Enterprise and New Towns (Scotland) Act 1990
- We are commercial provider that contracts or sub contracts to provide education or vocational training under one of the governments approved schemes and our services are ultimately funded by :
the Young Peoples Learning Agency for England under Part 3 of the Apprenticeships, Skills, Learning and Children Act 2009,
the Chief Executive of Skills Funding Agency under Part 4 of that Act; or
the National Assembly for Wales under Part II of the Learning and Skills Act 2000.
- We are none of the above

Authorised Signatory (sign and print name):	
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Date:	
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Logic Certification Ltd (LCL) Centre Application and Approval Process

