

Application to be considered as an OTHM Delivery Centre

Please note that OTHM will need to authorise a listing for a course provider at each location separately. If you wish to run OTHM courses at more than one location, you must complete a new application form for each location.

Full name of provider/organisation: _____

Address: _____

Town: _____

Country: _____

Postal Code: _____

Contact Point for all correspondence and routine contact

Name: _____

Job Title _____

Telephone _____

FAX _____

Email _____

Please state the town or general geographic area in which you intend to provide OTHM courses

Key Personnel

Principal/Head of the Establishment

Name: _____

Qualifications: _____

Telephone: _____

Email: _____

Please attach a full CV

Director of Studies/Academic Head of Tourism and Hospitality Courses

Name: _____

Qualifications: _____

Telephone: _____

Email: _____

Please attach a full CV

Description of Your Organisation

Please tick:

Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Private Limited Co.	<input type="checkbox"/>
Government	<input type="checkbox"/>	Not for Profit	<input type="checkbox"/>	Publicly Quoted Co.	<input type="checkbox"/>
Trust	<input type="checkbox"/>	Other	<input type="checkbox"/>	(please specify)	<input type="checkbox"/>

Please give your Government or Education Ministry registration number

Please attach a certified copy of your registration certificate

Please give your BAC/ASIC/OFSTED or British Council registration number:

If your organisation is a Limited Company please complete

Is the company limited by shares or by guarantee? _____

Registration Number _____

Country of Registration _____

Address of registered office _____

Date of Registration _____

Names and addresses of all officers/shareholders

If your organisation is a Trust please complete

The Date of the Trust Deed _____

Names and addresses of all trustees _____

If your organisation is unincorporated please complete

The legal terms on which you operate

Names and addresses of all the owners of the business

Courses to be offered

Please indicate which OTHM courses you would like to offer

Please tick

Introductory Certificate	<input type="checkbox"/>
Certificate	<input type="checkbox"/>
Diploma	<input type="checkbox"/>
Higher Diploma	<input type="checkbox"/>

Proposed OTHM	
Post Graduate Diploma	<input type="checkbox"/>

Special Note: Centres wishing to teach the OTHM Post Graduate Diploma in International Tourism and Hospitality Management must be listed as an OTHM **Highly Commended Centre** or **Centre of Excellence**. See OTHM website for full details www.othm.org.uk (Listed study centres)

What is your intended delivery method or study mode for each course

Please tick all that apply

	Intro. Certificate	Certificate	Diploma	Higher Diploma
Full Time				
Part-time day				
Part-time evening				
Part-time day/evening				
Intensive modules (full time short courses of one or more weeks followed by exam)				
Flexible learning (self-study supported by workshops, tutors & assignments)				
Distance Learning (self study supported by workbooks)				
Other (please describe)				

Terms and conditions:

1. New centres should be registered with the local Ministry of Education, the DFES/DIUS or relevant education/government authority in the UK
2. UK centres should be listed or applying for listing with BAC/ASIC/OFSTED or British Council
3. New centres must abide by the terms of the Trade Descriptions and Misrepresentations Acts – UK
4. Listing is for a period of three years as specified on your Listing Certificate. An application must be made for renewal in order to continue to offer OTHM courses beyond this period.
5. Registration also means that you will adhere to OTHM Centre regulations, including providing OTHM access to premises, people and records and to co-operate with the awarding body's monitoring activities.
6. UK centres teaching international students requiring entry VISAs must also hold a United Kingdom Borders Agency (UKBA) Tier-4 Licence
7. New centres must abide by the rulings of London South Bank University, The University of Hertfordshire & OTHM on the use and misuse of Titles and Logos
8. New centres must aim to recruit and commence teaching OTHM programmes within 12 months of being listed as an OTHM centre
9. 7.1 Centres that are required to make improvements to facilities and staffing, and require a second inspection visit will be also required to pay a further inspection fee of £250 (UK & Northern Ireland)
7.2 Overseas centres will be required to cover costs of single OTHM inspection (i.e. airfares, board/lodging & airport transfers)
10. Registration fees:
 - 10.1. UK and EU centres £900 from 1st September 2009 (3 years listing)
 - 10.2. India and Pakistan - £600
 - 10.3. Other countries - £450
 - 10.4. Second centre or additional centre – UK £450, Overseas £300
 - 10.5. Second accreditation visit from OTHM – UK centres £300; (Overseas centres £200 + travel and accommodation for team members)
 - 10.6. Re-accreditation for listed centres £400 (3 years listing)
 - 10.7. Centre upgrade to Highly Commended or Centre of Excellence – £200

Legal obligations

1. To provide an appropriate education service and learning experience for OTHM students
2. To forward to OTHM fees collected from students (on behalf of OTHM) for purposes of: 1. Registrations 2. Examination entry 3. Appeals 4. Renewal of membership 5. OTHM workbooks/CDs

The fees must NOT be used for expenditure on behalf of the college or agent, or held by the college and NOT forwarded to OTHM

- 3.1. **OTHM Copyright:** ALL UK centres must hold a Copyright Licensing Agency (CLA) licence, and you are restricted to a maximum of 5% photocopies of OTHM materials produced in our workbooks.
- 3.2. Centres discovered illegally photocopying or printing OTHM workbooks (without the written permission of OTHM) will face legal action and a claim for compensation by OTHM

Special Note: OTHM reserves the right to visit centres (announced or unannounced) to check on the wellbeing of OTHM students, college facilities and the record keeping related to the OTHM students.

Declaration:

- We promise that the above information is complete and accurate.
- We have read the Delivery Centre Code of Practice and agree to abide by its requirements.
- We confirm that we have read the Terms and Conditions, and the Legal Obligations set by OTHM for OTHM centres and will abide by them.

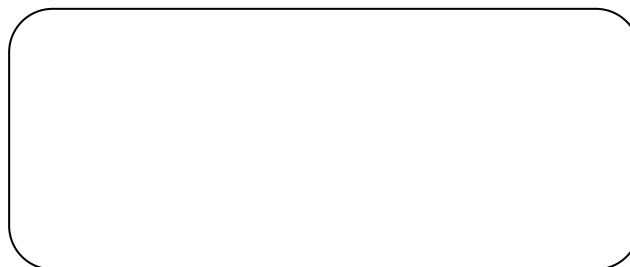
Signed _____

Name _____

Position _____

Date _____

College Stamp:



Submission of application:

Please forward your completed application form with copies of relevant CV's, your existing marketing literature and the relevant registration payment. See table below:

Countries	Single registration	Second centre/Branch registration
UK & EU countries	£900	£450
India & Pakistan	£600	£300
Other overseas centres	£450	£300

1. On receipt of your application at the OTHM offices you will be contacted to confirm safe arrival of your documents
2. The OTHM Quality Accreditation & Audit Committee (QAAC) will then consider your application
3. Arrangements will be made to visit your centre to confirm application details and conduct induction training for your centre administration and teaching staff
4. If your application is deemed incomplete, you may still receive a 'Conditional Listing' pending completion of requirements

Centres outside the United Kingdom

Centres are expected to contribute towards OTHM travel, board/lodgings and airport transfers, when OTHM visits for purposes of induction training, marketing support and official OTHM programme launch activities.

Centre obligations to OTHM & OTHM Students

1. To recruit OTHM students, collect registration fees and forward fees and completed student registration forms to OTHM
2. To collect fees and administer examination entries (bi-annually) and forwards fees & examination entry forms to OTHM
3. To pay late entry fees to OTHM (for late student examination entries)
4. To ensure students have an OTHM Handbook, see OTHM Quality & Operations file for outline of Handbook
5. To ensure OTHM course induction (familiarisation) takes place prior to teaching OTHM programmes
6. To assist students with Appeal process (if required)
7. To ensure that OTHM invoices, for centre advertising (if applicable) in OTHM Today, are paid within 30 days of publishing or pre-paid for discounted rate.