

Pre- Application Checklist For New OTHM centre

Thank you for considering OTHM courses as part of the portfolio for your centre.

Prior to submitting an application, we suggest you go through our check list below and fill in your contact details and email to: *info@othm.org.uk*

Do you have the following services, facilities or registrations?

Key Contact Name:

Landline:

Mobile:

Email address:

Second contact:

Landline:

Mobile:

Email address:

Name of Centre:

Address:

Please tick boxes.

1. Established Centre site – with lease or purchased. Yes No

Date of establishment:

2. Temporary site or serviced offices. Yes No

3. A website. Yes No

Web address:

4. Prospectus and promotional literature. Yes No

5. Contact telephone landline. Yes No

Tel:

6. Contact mobile telephone numbers. Yes No

Mobile (if different from above):

7. Corporate email address or addresses. Yes No

Email (if different from above):

8. Fax number. Yes No

Fax:

9. Staffing. Do you have:

9.1. Administration staff Yes No

9.2. Industry experienced Lecturers for Tourism and Hospitality
Yes No

If no, strategy to recruit lecturer/s

9.3. Lecturers who have teaching qualifications. Yes No

10. Existing students at your college. Yes No

11. Do you currently teach Travel, Tourism or Hospitality? Yes No

If yes which courses:

12. Facilities.

12.1. Reception area Yes No

12.2. Computer room internet connected (minimum 6 computers)
Yes No

12.3. Power point projector. Yes No

12.4. Overhead projectors. Yes No

12.5. Whiteboards for each room. Yes No

12.6. Blinds or curtains for each room. Yes No

12.7. Suitable heating and/or cooling systems for teaching rooms

Yes No

12.8. Staffroom for rest and lecture prep with internet access

Yes No

12.9. Photocopier

Yes No

12.10. Student area-with access to water/drinks

Yes No

12.11. General office

Yes No

12.12. Principals/Directors office/s

Yes No

12.13. Car parking for visitors and students

Yes No

Registrations and affiliations

13. Centres.

13.1. Company registration in UK or overseas

Yes No

If overseas state country

13.2. Lease /rent agreement

Yes No

13.3. Do you share a building with other colleges or training centres

Yes No

13.4. Do you share a building with another OTHM listed centre

Yes No

If yes name centre

13.5. Are you registered as a college with the DFES [UK centres] or your local ministry of education

Yes No

If No do you have an application pending

Yes No

13.6. UK centres: Are you registered with the BAC or equivalent accreditation body

Yes No

If No do you have an application pending

Yes No

Enquiry dated

Completed by

Contact email

Contact telephone

Thank you for completing the checklist, could you now please forward it to: info@othm.org.uk

We will aim to contact you within five working days to have a brief discussion and/or make an appointment to visit you.

Overseas centres maybe visited by an OTHM representative or an officer from the British Council