

LCM Centre Registration Application Form

Organisations wishing to become a recognised LCM Centre can apply online using the following interactive online Registration Application Form.

1.1 Your Organisation Details

Establishment Name

Establishment Type

Please tick in the appropriate box

- Further Education College
- Higher Education
- Organisation University or
- Institute
- Private Training
- Provider NGO
- Overseas College or Education
- Provider Employer Organisation

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City

Post Code

Country

Telephone No

Fax No

Email Address

Website Address

Head of Centre

2.1 Details of Accountable Officer for LCM Qualifications

Title

Mr

Mrs

Mis

Dr

Other; Please specify:

Surname

First Name(s)

Job Title

Email Address

Telephone No

Mobile No

3.1 Details of Your Organisation

Legal Status

Please provide the legal status of your organisation:

Limited

Company

Legal Requirement

Not-for-profit Organisation

Trust or Charity

Other; If other, please specify:

Please attach the document with the application.

Does the government of your country require education provider to be registered e.g. under specific regulatory or oversight council?

Yes

No

If yes, provide further details:

Please note that LCM Affiliation is subject to satisfying LCM by providing proof(s) of all legal requirements.

Other Sites

Do you have any other site?

Yes

No

If yes, provide full details of the site:

If you have other site(s) and you intend to offer LCM

Qualifications there, please make separate application for each site.

Employees

Number of Fulltime Employees:

Number of Part-time Employees:

Teaching Staff

Number of Teaching Staff to be involved in offering LCM

Qualifications:

Please attach the CV's of all teaching staff to be involved in teaching LCM Qualification.

Other Accreditations

Do you have affiliations or accreditation of any other Awarding Body? Yes No

If yes, please list the bodies along with date of accreditation:

LCM Qualifications

Has any awarding body ever refused you an application or removed centre approval status?

Yes No

If yes, name the body and give reason(s) along with date of refusal or removal:

Security

Please list the Qualification(s) which you seek approval for:

What facilities do you have for the security of LCM examination material?

Facilities

Please tick the facilities you provide or have for your learners:

Qualification Specific Resources e.g. qualified teaching staff, study materials, and management staff

Library and/or Online Resources

Computer Lab with internet

Printing/Photocopying

Hand-outs or lecture sheets

Other; Please specify:

4.1 Details of Promoting LCM Qualifications

Target Group

Who are your target groups to be offered LCM Qualifications?

Proposed Enrolment

How many students do you expect to enrol for LCM Qualifications in one the first one year after your approval?

Declaration of the Applicant

Printing, publication or distribution of any promotional material(s) containing LCM Qualification(s), Name, Trademark or Logo needs prior approval of LCM. By ticking on 'Yes' below, you hereby affirm that you must obtain prior written approval before any promotional printing, publication or distribution of any promotional material(s) containing LCM Qualification(s), Name, Trademark or Logo. Yes No

5.1 Required Documents

Legal Requirements

Please confirm that your Centre has the following docs in

- | | |
|--|---|
| <input type="checkbox"/> place: Fire Risk Assessment | <input type="checkbox"/> Disability Strategy |
| <input type="checkbox"/> Health and Safety Policy | <input type="checkbox"/> Data Protection Policy |
| <input type="checkbox"/> Equal Opportunity Policy | <input type="checkbox"/> Public Liability Insurance |

Please note that the above are required for UK Centres. Non-UK Centres must comply with legal requirements of their own country. However, LCM considers the above as a good practice for them.

Academic Policies

- Fair Assessment Policy
- Quality Assurance Policy
- Complaint Procedure
- Appeal Procedure

Please note that the above documents and policies should be made

| | |
|------------------------------------|---|
| Staff CV's | available at your offices during accreditation visit. All CV's of academic and administrative staff, who will be involved in offering LCM Qualifications should be made available during accreditation visit. Please forward the CV of Accountable officer with this application. |
| Incorporation Certification | Please attach your incorporation certificate or document showing legal existence of your organisation with this application. |
| Declaration | I, the Head of the Centre/Accountable Officer/Principal, hereby declare that the information given above is true to the best of my knowledge. I affirm that if we are approved as a LCM Centre, we will comply with and adhere to the terms and conditions set by the LCM. I also acknowledge that the approval is solely the discretion of LCM authority. <input type="checkbox"/> I agree <input type="checkbox"/> I disagree Your signature: <input type="text"/> Date of application: <input type="text"/> |

Application Checklist:

- Appropriate fee (UK/EU Applicants & Overseas applicants fees may differ)
- Incorporation Certificate/Trade Licence/Document confirming legal existence
- CV and Photo ID of 'Accountable Officer' (for LCM Qualifications)
- Documents listed in 5.1 above (legal and academic policies) available for inspection
- Application form duly filled in and signed

Completed form should be sent to: London College of Media, West Midlands House, Gipsy Lane, Willenhall, West Midlands, WV13 2HA, United Kingdom by post or to admin@londoncollegeofmedia.com by email

**All payments should be made payable to London College of media*