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World Council For Regular and Distance Education

Application for Accreditation by
WCRDE
World Council For Regular and Distance Education

Accreditation APPLICATION FORM

Applying to WCRDE for Accreditation

Some Notes for Guidance

Thank you for your interest in applying for accreditation through WCRDE. We are aware that for some institutions, particularly smaller institutions, the array of documents that need to be provided and the application form itself can at first sight appear to be daunting. We hope that you will find the following helpful:

1. First and foremost, the Application Form and Checklist are intended as a way of pooling necessary information not as some kind of test – the WCRDE Office will always be happy to clarify any of the questions or the terms used in the forms, and advise whether a particular item is relevant to your institution.
2. Many of the documents required as per the Checklist, (at least those relevant to your institution), are quite likely already to exist but may be held by more than one section of your administration. Some may need updating and a few may need to be obtained for the first time. The great majority are essential for the legal operation of your institution, and certainly for accreditation by any of the authorised bodies.
3. Most Institutions have found collating these documents to be a very useful exercise. The resulting compendium is in the format and sequence that is likely to be required by any professional body with which you wish to form a validating partnership, and should greatly facilitate setting up future relationships of this kind.
4. The questions on the Application Form have to cover institutions of widely varying size. Smaller Institutions should not be deterred by references to facilities or services that they cannot realistically offer.
5. Quite a few possible documents mentioned in the Application Form/Checklist, e.g. Disability Strategy or Equal Opportunities Policy, may in fact relate to information your Institution covers in its Student Handbook/Staff Handbook/Prospectus. Where information is already available in this way, simply refer us to it rather than produce documents specially.
6. You will probably find that several questions/document requests are not relevant to your institution (e.g. most Institutions do not prepare food on their premises; most do not have students aged under 18; some do not use agents). Where this is the case just insert N/A. If we need an explanation we will let you know.
7. Finally, if you are reviewing the actual operational activity of your institution in preparation for accreditation, then we would advise that particular attention is paid to those areas prioritised by the Visas & Immigration systems for recording weekly attendance and calculating cumulative attendance; ongoing evaluation of students' academic progress; processes for contacting the Visas & Immigration regarding cases of inadequate attendance/progress and no-shows; delivery of programmes that lead to recognised awards or progression pathways.

We hope you will find the accreditation process useful and productive and we look forward to working with you.

Accreditation Process

A school, institution (college), university wishing to apply for accreditation under WCRDE will need to demonstrate that it:

- Is a genuine education institution offering high quality academic or professional programmes, which are recognised by reputable bodies such as school, institution (college), university etc. for articulation / advanced entry purposes to Country courses.
- Provides a suitable academic environment for students to enable them to be successful in their studies and to gain maximum benefit from their studies in the Country.
- Employs suitably qualified staff to teach and counsel students at the appropriate level.
- Provides a stable, safe and enjoyable atmosphere for study.
- Provides adequate support to students regarding welfare and study resources.
- Operates within the Visas & Immigration regulations regarding international students.
- Employs ethical marketing strategies in the recruitment of international students and has in place suitable monitoring processes to ensure compliance with Visas & Immigration regulations.
- Has suitable quality control procedures in place regarding the appointment and monitoring of education agents and representatives.

Stages Involved in the Process

- All applicants must fully complete the application form and submit all required documentation (Stage 1).
- On its receipt, the application form will be checked by one of our assessors. The assessor will then contact the school, institution (college), university by telephone regarding any points of clarification required or to request further information.
- An appointment will be made by telephone for WCRDE inspectors to visit the school, institution (college), university for Stage 2 or 3 of the accreditation process. Two weeks' notice will normally be given. Stage 2 will involve the inspector for one day, while Stage 3 will normally involve two inspectors for two days. Details of the proposed visit will be confirmed in writing to the designated person at the Institution.
- If not necessary of inspection, the accreditation process will be completed on the basis of its goodwill and credential of the school, institution (college), university, .

Fees Schedule (Until December 2013) Green Colour Marked Fees are exempted now.

Application Fee: US\$300 (to be included with the application).

Inspection Fee: Stage 2 – US\$750 -US\$ 1000 + US\$350 per inspector day (to be included with the application).

Stage 3 - US\$750 -US\$ 1000 + US\$350 per inspector day.

Annual Accreditation Fee: US\$750 – US\$ 1000 (depending on the category of the Accreditation).

***The first annual fee will be due immediately after either interim or full accreditation is announced.**

APPLICATION FORM

SCHOOLS, INSTITUTIONS (COLLEGES), UNIVERSITIES,
(State all places of operation and indicate which of these are to be accredited.)

The Category of Accreditation of 1-School, 2-institution (college), 3-university:

Name of Institution:

Details of operation(s) to be accredited:

Head of Institution (Principal):

Address:

Postcode:

Telephone Number:

Fax Number:

Email Address:

Website Address:

Email Address of Head of Institution:

Name & Email Address of person to whom all correspondence regarding the accreditation process should be addressed:

Name & Email Address of Finance Manager/Account Manager:

Addresses of any other places of Institution operation:

Address of administrative headquarters (if different from above):

Where did you hear about WCRDE?

LEGAL STATUS AND FINANCIAL DETAILS

Date of formation of the
Institution:

Details and dates of any major re-structuring, such as change of ownership, change of Institution name, change of premises:

Is the Institution a subsidiary company of another organisation?

Yes

No

If so, give full details, including name, legal status, country in which the organisation was founded/incorporated etc:

Is the Institution a **Limited Company**?

Yes

No

Company name:

Registration no:

Date of registration:

Is the company limited by shares or by guarantee?

Please list the names of the Owners, Directors and Officers of the company:

Owners:		
<i>Name</i>	<i>Nationality</i>	<i>Visa status</i>
Directors:		
<i>Name</i>	<i>Nationality</i>	<i>Visa status</i>
Officers:		
<i>Name</i>	<i>Nationality</i>	<i>Visa status</i>

If the Institution is not a limited company, please state the terms on which the business operates:

Please list the names of all Partners:

The relevant documents from the list below authenticating the legal status of the Institution must be available for inspection at Stage 2:

- *If a Charity - the Charity Commission Registration Index.*
- *If a Limited Company – the Certificate of Incorporation.*
- *If a Partnership – the Partnership Agreement.*
- *If a subsidiary of another organisation – such documentation of the parent organisation as may be applicable to its legal status.*

Name & address of the Institution's bankers:

Name & address of the Institution's accountants:

- *Please enclose a copy of the latest one year' audited annual accounts.*

AREA OF OPERATION (A) - PREMISES AND HEALTH AND SAFETY

Please enclose the following:

A.8.1 Health and safety declaration by Principal/Owner (Appendix 2),

A.8.9 Fire Precautions declaration (Appendix 3).

A.1 Are the premises leased or owned by the Institution?

If leased, please give expiry date(s) for the lease:

A.1.1 Do you have a lease agreement or evidence of ownership Yes No

A.1.2 Confirmation from the local council that the Institution has permission to use the premises for educational purposes. Yes No

A.4.1 Do you have a Local Authority letter of assurance or certificate showing compliance with health/sanitary regulations or satisfactory reports by the Environmental Health Department (if food is prepared on the premises)? Yes No

A.8.2 Have you undertaken an external health and safety risk assessment? (If yes, by whom?) Yes No

A.8.2 Have all the recommendations been met? Yes No

A.8.3 Have you undertaken an external fire risk assessment? (If yes, by whom?) Yes No

A.8.3 Have all the recommendations been met? Yes No

A.8.4 Do you have a health and safety policy, including duty of care to students? Yes No

A.8.5 Name of the person responsible for health and safety:

AREA OF OPERATION (B) – MANAGEMENT AND STAFF RESOURCES

Please enclose the following:

B.1.1 Diagram of staffing structure with names and designations of all management, academic (identifying Course/Subject Leaders) and support staff (3 copies),

B.7.1 Staff Handbook (3 copies).

B.1 Principal's name and title:

Qualifications:

Years in post:

Is the Principal; Full Time Part Time

Is the Principal a Principal at another Institution? Yes No

(If yes, Please give the name, address and contact details of the Institution)

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Does the Principal have any other work commitments?
(If yes, Please give details of these)

Yes No

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Staffing numbers

Teaching staff: under 10 hours	
Teaching staff: 10-20 hours	
Teaching staff: 20 hours and over	
Management staff: FT	
Management staff: PT	
Support staff (administrative/technical): FT	
Support staff (administrative/technical): PT	

Does the Institution have the following:

B.3.1 Employer's Liability Compulsory Insurance?

Yes No

B.3.2 Public Liability Insurance?

Yes No

B.3.3 Equal Opportunities Policy relating to employment?

Yes No

B.5 Indicate the numbers of students attending the Institution in each of the last two years:

Full-time (15 hours or more per week):

On courses lasting fewer than 15 weeks:

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On courses lasting 16 weeks or more:

Part-time (fewer than 15 hours per week):

On courses lasting fewer than 15 weeks:

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On courses lasting 16 weeks or more:

Indicate the numbers of students attending the Institution currently:

Full-time (15 hours or more per week):

International
(visa req'd)

EU

On courses lasting fewer than 15 weeks:

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On courses lasting 16 weeks or more:

Does the Institution have the following:

B.6.1 Written procedures for the production of examination/test papers for formative tests/mock examinations?

Yes No

B.6.2 Written procedures for the conduct of assessments, including invigilation arrangements?

Yes No

B.6.4 Confirmed approval of the Institution as an awarding body test/examination centre as appropriate?

Yes No

B.9.1 Suitable copyright notices at photocopiers? And adhere to the Civil Liability Regulation-CLA regulations? Yes No

B.10.1 Registration certificate from Information Commissioner's Office? Yes No

AREA OF OPERATION (C) – LEARNING AND TEACHING: COURSE DELIVERY

Please enclose information provided to students relating to:

C.1.1 Pre-enrolment information

AREA OF OPERATION (D) – STUDENT WELFARE

Please enclose the following:

E.1.1 Pre –arrival information for international students,

E.1.2 Any written information for students about their rights and obligations under the Tier 4 regulations,

E.3.2 Student Handbook.

E.3 Please identify services provided for students and whether they are included within overall fees:

	Provided (Y/N)	Included in fee (Y/N)
Accommodation		
Recommended text books		
Teaching materials		
Internet access/e-mail		
Printing facilities		
Others (please specify)		
.....		
.....		
.....		

E.4 Current number of students under the age of 18:

Describe the accommodation arrangements for these students:

Do you have a Child Protection Policy? Yes No

Number of staff CRB-checked:

E.5.2 Do students have the opportunity to declare special learning, medical or physical needs? Yes No

E.7.1 Do you have a written student complaints and grievance procedure? Yes No

AREA OF OPERATION (E) – AWARDS AND QUALIFICATIONS

Please enclose the following information:

F.1.1 Course summary (Appendix 4) for each approved external courses,

F.2.1 Course summary (Appendix 4) for each internal course

F.4.1 Do you have written guidance on academic misconduct? Yes No

AREA OF OPERATION (F) – MARKETING AND RECRUITMENT

Please enclose the following information:

- F.2.1 Written criteria for the appointment of agents,*
- F.2.2 Written briefing documents for agents,*
- F.2.3 Copy of agent agreement,*
- F.2.4 List of the agents used in recruiting the current students and their contact details,*
- F.2.5 Evidence of monitoring the performance of agents such as: record of agents' student recruitment data; student satisfaction questionnaires,*
- F.3.3 Institution prospectus (where applicable),*
- F.4.1 Written academic admissions requirements; (on course summary, Appendix 4),*
- F.4.2 Written English language admissions requirements; (on course summary, Appendix 4).*
- F.3.1 Please note your website will be continually monitored by WCRDE staff.*

Does the Institution have the following:

- F.1.1* An Ethics policy in relation to: the marketing of the Institution; the recruitment of students; the ethical practice of staff and agents? Yes No
- F.1.2* Written administrative procedures for processing student enquiries and process diagram? Yes No
- F.3.2* Approvals/licences for the use of images used on the website and other hard copy literature? Yes No
- F.4.3* An equal opportunities policy that includes duty of care to students? Yes No

AREA OF OPERATION (G) – COMPLIANCE WITH VISAS & IMMIGRATION (V&I) REGULATIONS AND REPORTING MECHANISMS

Please enclose the following information:

- G.1.1 Student application form,*
- G.1.2 Written administrative procedures for processing applications,*
- G.1.7 Enrolment form,*
- G.1.8 A list of all students showing: course; date of first enrolment in the Institution; date of enrolment on current course*
- G.2.1 Written administrative procedures for creating and maintaining student files and process diagram,*
- G.9.1 Written administrative procedures for creating and maintaining staff files and process diagram.*

Does the Institution have the following:

- G.1.4* Written administrative procedures for monitoring the number of offers made and accepted? Yes No
- G.1.6* Written administrative procedures for checking the student's financial status? Yes No
- G.1.8* Written administrative procedures for student admission and enrolment and process diagram? Yes No
- G.1.9* Written administrative procedures for handling deposits, fee payments and refunds and for maintaining records of these transactions and process diagram? Yes No
- G.1.10* An Institution policy for the refund of deposits? Yes No

- G.2.3* Evidence of a self-service system for students to update their personal details? Yes No
- G.3.1* Written administrative procedures for investigating a no show and reporting to Visas & Immigration and process diagram? Yes No
- G.3.2* A sample letter to Visas & Immigration informing of a no show? Yes No
- G.4.1* Written administrative procedures for recording and monitoring student attendance and process diagram; procedures should cover punctuality and monitoring the extent of lateness for classes Yes No
- G.5.1* Written administrative procedures for dealing with student absences and reporting to Visas & Immigration and process diagram? Yes No
- G.5.2* Sample warning letters to students regarding unsatisfactory attendance? Yes No
- G.5.3* Sample letter to Visas & Immigration advising that a student's registration has been cancelled due to unsatisfactory attendance? Yes No
- G.6.3* Written administrative procedures for dealing with unsatisfactory student progress and reporting to Visas & Immigration and process diagram? Yes No
- G.6.4* Sample warning letters to students regarding unsatisfactory progress? Yes No
- G.6.5* Sample letter to Visas & Immigration that a student is unlikely to gain the qualification in the expected time? Yes No
- G.7.1* Written administrative procedures for dealing with withdrawals and deferrals and reporting to Visas & Immigration and process diagram? Yes No
- G.7.2* Sample letters to Visas & Immigration regarding withdrawals and deferrals? Yes No
- G.8.1* Written staff appointment procedures, job descriptions and person specifications? Yes No
- G.8.2* Sample job advertisements; (Jobcentre Plus must be one of the employment agencies used)? Yes No
- G.8.3* Sample contracts for management, academic and support staff? Yes No
- G.8.4* Written evidence that staff qualifications have been verified? Yes No
- G.8.5* List of all staff (including owners and directors) showing their visa status and written evidence of verification that staff have the right to work in the Govt? Yes No
- G.9.3* Evidence of a self-service system for staff to update their personal details; a historical record of contact details should be kept? Yes No
- G.10.1* Written administrative procedures for notifying Visas & Immigration and WCRDE of change of premises or extension of existing premises? Yes No

CHECKLIST OF REQUIRED DOCUMENTS

The checklist below shows those documents which **should be enclosed with this Application Form**. Please mark the boxes with an "X" to show what is enclosed. If any of the documents do not apply to your Institution, then insert N/A.

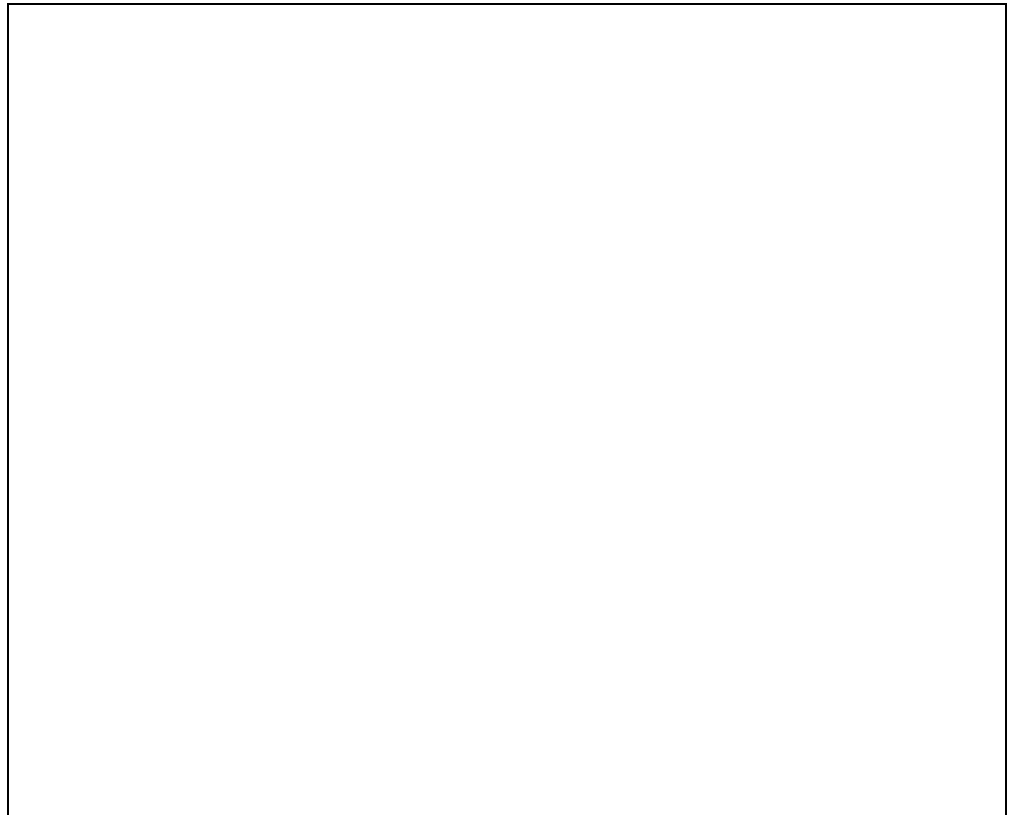
	Included with App Form
Copy of the latest one year' audited annual Accounts	<input type="checkbox"/>
(A) Premises and Health and Safety	
A.8.1 Health and Safety Declaration (Appendix 2)	<input type="checkbox"/>
A.8.9 Fire Precautions Declaration (Appendix 3)	<input type="checkbox"/>
(B) Management and Staff Resources	
B.1.1 Diagram of staffing structure with names and designations of all management, academic (identifying Course/Subject Leaders) and support staff (3 copies)	<input type="checkbox"/>
B.7.1 Staff Handbook (3 copies)	<input type="checkbox"/>
(C) Learning and Teaching; Course Delivery	
C.1.1 Pre-enrolment information for students detailing course entry requirements, fees and refund policy, documents to be presented at enrolment	<input type="checkbox"/>
(D) Student Welfare	
E.1.1 Pre-arrival information for international students regarding living in the Govt	<input type="checkbox"/>
E.1.2 Written information for students about their rights and obligations under the Tier 4 regulations	<input type="checkbox"/>
E.3.2 Student handbook	<input type="checkbox"/>
(E) Awards and Qualifications	
F.1.1 Course summary (Appendix 4) for each approved external courses	<input type="checkbox"/>
F.2.1 Course summary (Appendix 4) for each internal course	<input type="checkbox"/>
(F) Marketing and Recruitment	
G.2.1 Written criteria for the appointment of agents	<input type="checkbox"/>
G.2.2 Written briefing documents for agents	<input type="checkbox"/>
G.2.3 Copy of agent agreement	<input type="checkbox"/>
G.2.4 List of agents used in recruiting the current students and their contact details	<input type="checkbox"/>
G.2.5 Evidence of monitoring the performance of agents such as: record of agents' student recruitment data; student satisfaction questionnaires	<input type="checkbox"/>
G.3.3 Institution prospectus (where applicable) (3 copies)	<input type="checkbox"/>
G.4.1 Written academic admissions requirements; (on course summary, Appendix 4)	<input type="checkbox"/>
G.4.2 Written English language admissions requirements; (on course summary, Appendix 4)	<input type="checkbox"/>
(G) Compliance with Visas & Immigration Regulations and Reporting Mechanisms	
H.1.1 Student application form	<input type="checkbox"/>

H.1.2	Written administrative procedures for processing applications	<input type="text"/>
H.1.7	Enrolment form	<input type="text"/>
H.1.11	List of students showing course, date of first enrolment in the Institution, date of enrolment on current course	<input type="text"/>
H.2.1	Written administrative procedures for creating and maintaining student files	<input type="text"/>
H.9.1	Written administrative procedures for creating and maintaining staff files	<input type="text"/>
	Application Fee	<input type="text"/>
	Application Fee US\$ 750 – US\$ 1000	<input type="text"/>

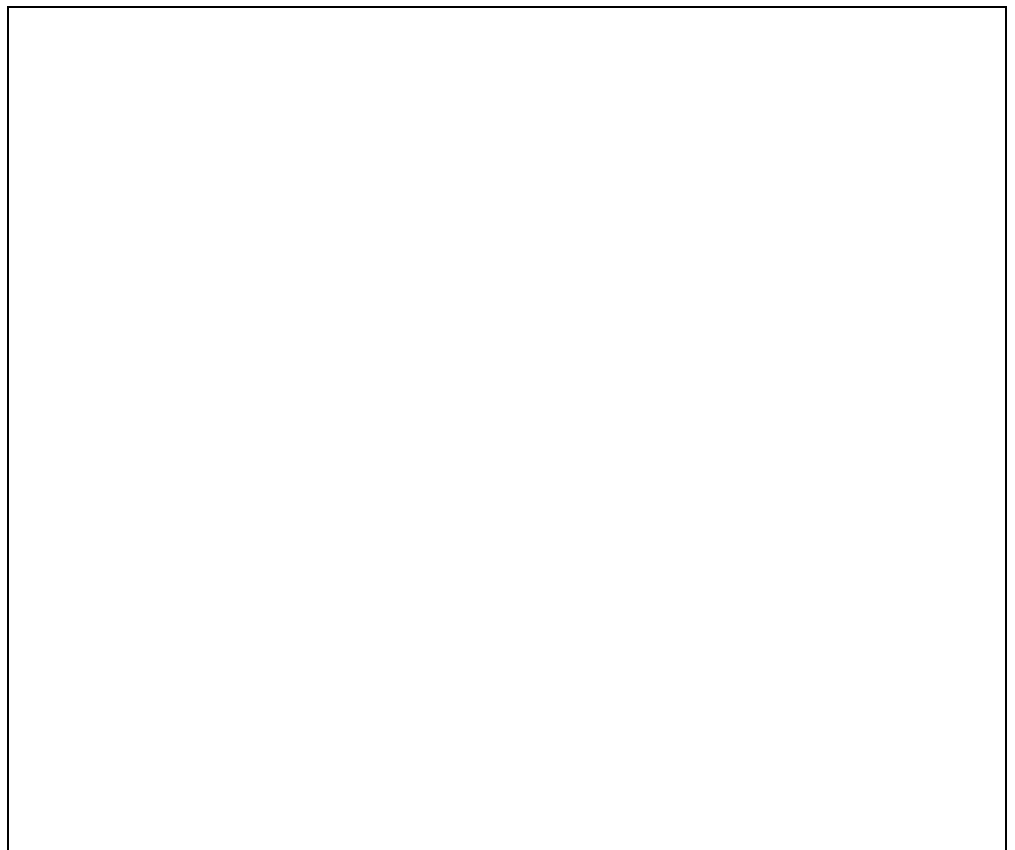
References

Please give the names of two people willing to write in support of the Institution's application for accreditation. At least one should be able to provide a personal reference for the Principal.

Person 1

A large, empty rectangular box with a black border, intended for providing a reference for Person 1.

Person 2

A large, empty rectangular box with a black border, intended for providing a reference for Person 2.

Application for Accreditation by the World Council For regular and Distance Education (WCRDE)

Declaration: (To be made by the Principal)

1. I declare that to the best of my knowledge the Institution, of which I am Principal, is financially stable and that I am able to meet my commitments in terms of both staff salaries and my advertised programme for the students.
2. I declare that the information provided in this application is correct and all supporting documents are genuine and accurate.
3. I have taken reasonable steps to confirm the accuracy of the claims made by staff in respect of qualifications and experience.
4. I am prepared to accept the final decision of WCRDE as to the outcome of the inspection.
5. I agree to indemnify WCRDE against all claims, demands, expenses and complaints arising from inaccuracies in the information given by me above.
6. I authorise WCRDE to approach the Institution's bankers (as shown on p2) and the two people I have nominated as referees (as shown on p10) to gain information relating to this application, on the understanding that this information will be treated in absolute confidence.
7. I agree to inform WCRDE of any changes in the ownership of the Institution or senior management, or significant variation in the academic programme, which occur more than three months before the scheduled date for submitting the annual report.
8. I accept that the term "Accredited by the World Council For Regular and Distance Education " means that my Institution has been inspected by WCRDE and found to be satisfactory, and I undertake not to represent my schools, institutions (colleges), universities as enjoying this recognition before it has been granted nor after it has been withdrawn or suspended.
9. I understand that failure of continuing compliance with the accreditation criteria may lead to the removal of my Institution's accreditation by WCRDE.

Signed:

Date:

Name:

Position / Title:

For and on behalf of (name of Institution):

Appendix 2**HEALTH AND SAFETY DECLARATION****Declaration to be completed to comply with Health and Safety Executive requirements.**

I confirm that the Institution satisfies the ten basic requirements placed upon employers by the Health and Safety Executive, namely:

1. A risk assessment has been carried out, which has identified any areas of harm and precautions to be taken.
2. A health and safety policy exists for the Institution.
3. The Institution has current Employer's Liability Compulsory Insurance on display.
4. Named staff have received health and safety training.
5. The Institution receives competent advice to assist in meeting health and safety requirements.
6. Basic health, safety and welfare needs of staff and students are met i.e. toilets, washing facilities, drinking water are provided on the premises.
7. Staff are consulted on health and safety issues.
8. The health and safety law poster is on display.
9. There is a facility for reporting work-related accidents, diseases and dangerous occurrences.
10. If applicable (new business), the Institution is registered with the Local Authority.

Signed (Principal/Owner):

Date:

Name of Institution:

Addresses of premises to which this declaration applies:

Appendix 3**FIRE PRECAUTIONS****Declaration to be completed when no Fire Certificate is required**

- 1 I certify that the premises identified below do **not** require a Fire Certificate in order to comply with statutory requirements. Instead, a fire risk assessment has been undertaken.
- 2 I am satisfied that adequate steps have been taken to ensure that:
 - 2.2 The means of escape with which the premises are provided are safe and efficient and that escape routes are unobstructed and clearly signposted.
 - 2.3 Fire detection equipment, fire extinguishers, fire alarms and emergency lighting within the premises are maintained in efficient working order.
 - 2.4 All employees and students receive instructions on what to do in the event of fire.
 - 2.5 Fire drills are held at appropriate intervals and that these are recorded.
- 3 I am satisfied that there is a minimal risk of danger from fire to the students in my care, and I understand that I am committing an offence if I do not provide the means of escape or the means for fighting fires.

Signed (Principal):

Date:

Name of Institution:

Please give the addresses of all premises to which this declaration applies:

Appendix 4**COURSE DETAILS**

A separate sheet should be completed for each course.

Course title	<input type="text"/>
Entry qualifications	
English Language Requirements	<input type="text"/>
Academic Requirements	<input type="text"/>
Maximum number in class	<input type="text"/>
Average class contact hours per week	<input type="text"/>
Examining body	<input type="text"/>
Academic level	<input type="text"/>
Certificate awarded, and by whom	<input type="text"/>
Duration of course	<input type="text"/>
Teacher/Course Leader responsible for the course	<input type="text"/>
Brief outline of the course content and its delivery	<input type="text"/>