



ICM

APPLICATION FOR ICM 'APPROVED CENTRE' STATUS

Setting Global Standards for Business & Management Education

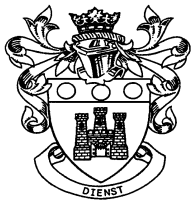
The Institute of Commercial Management

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www.icm.ac.uk



Approved Centre Status

Private sector and independent schools and colleges wishing to become ICM Teaching Centres are invited to apply for ICM 'Approved Centre' status.

Approval Criteria

'Approved Centre' status is granted to those institutions which can satisfy the Institute that they have:

- a) Suitable premises
- b) Qualified and experienced teaching staff
- c) A satisfactory administrative structure
- d) Secure storage for examination material
- e) Secure fax and e-mail facilities – monitored daily.

All education and training providers wishing to apply for 'Approved Centre' status must complete this form and return it to the Institute.

Approval is given for Centres to offer tuition leading to specific ICM courses and course programmes. Approval will depend on the staffing and teaching facilities available at each institution.

'Approved Centre' status is automatically granted to all public sector institutions and government training agencies.

IT & Computing Awards

- a) Adequate computer hardware and suitable software
- b) Qualified and experienced teaching/training staff

Approved Centre Entitlement

'Approved Centre' status entitles an institution to:

- a) Provide tuition leading to the Institute's Professional, Single Subject, IT and Computing examinations and assignments
- b) Act as an Examination Centre for their own and external ICM candidates

Examination Entries from Members of Staff

Any member of staff at an Approved Centre or registered Invigilator who wishes to sit an examination can only do so at an alternative Centre after permission has been given by the ICM Examinations Officer. Failure to inform ICM in writing and obtain permission may result in disqualification or make the examination void.

Fees

The application fee is currently £200.00. In the event that an application is rejected for any reason, this fee is non-refundable. The accepted methods of payment are:

- Western Union - if you wish to use Western Union, the payee's name is 'Alistair Somerville-Ford'. It is *essential* that you provide us with the Money Transfer Control Number (MTCN) you are given by Western Union - please confirm by email with the MTCN details to info@icm.ac.uk.
- Credit Card (You may download this form from our website at <http://www.icm.ac.uk/forms>. Please note there is a GBP £5.00 Administration Charge for all card payments.)
- Sterling Bank Draft / Sterling Money Order / Sterling Postal Order / Sterling cheque (if drawn on a UK Bank). All cheques and bank drafts should be drawn in favour of 'ICM'.

ICM Approved Centre Application Form

Please complete this form on a PC, or complete using CAPITAL LETTERS and black ink.

You may email the completed form, along with your current prospectus to:

centreapprovals@icm.ac.uk.

Our postal address for the £200 GBP application fee is:

Centre Approvals, ICM, P O Box 7355, Ringwood, Hampshire, England, BH24 9EN

1. Full Name of Teaching Centre			
2. Principal	Title	Forenames in full	Surname / Family Name
3. Director of Studies	Title	Forenames in full	Surname / Family Name
4. ICM Coordinator- The person who will be responsible for ICM matters within your centre.	Title	Forenames in full	Surname / Family Name
5. Physical and Postal Address - Please enter the full physical address of your school, along with the full postal address.			
Line 1			
Line 2			
Line 3			
Line 4			
Postcode:		Country:	
Office Phone 1 (Including international dialling code)		Office Phone 2	
Office Fax 1 (Including international dialling code)		Office Fax 2	
Office Email:		Website	
6. Correspondence Address - if different from the details given above			
Line 2			
Line 3			
Line 4			
Postcode:		Country:	

7. What facilities do you have for the security of examination material?			
8. Is your school registered with the Ministry/Department of Education?		Yes / No	
9. If yes, what is your registration number?		#	
10. How many years has your Centre been operating		Years	Months
11. How many students are enrolled with your Centre?		Full time	Part time
12. How many classrooms does your Centre have?			
13. Does your Centre have a library?		Yes / No	
14. Please specify the number of Full Time and Part Time Staff		FT: #	PT: #
15. Are you a Teaching / Examination Centre for any other Examining bodies? If yes, please list them below			
Examining Body		Registration/ Reference #	#
Examining Body		Registration/ Reference #	#
Examining Body		Registration/ Reference #	#
16. List of non-ICM courses currently offered (Please do not list ICM courses)		Examining body	
I confirm that the details in this form and any other information relating to my formal application for ICM Approved Status are correct.			
Signature of Applicant _____		Date _____	

ICM PROFESSIONAL PROGRAMMES & SINGLE SUBJECTS

Please ensure you attach a completed Academic Staff Profile form for every member of your staff who will be involved in teaching any of the below subjects or subject areas (see page 8).

PROFESSIONAL PROGRAMMES YOU WISH TO OFFER
(Please ensure you state the level, eg. Cert, Dip, Adv Dip etc.)

**Proposed
Lecturer(s)**

Programme Title

Programme Title

Programme Title

Programme Title

Programme Title

Programme Title

Programme Title

SINGLE SUBJECTS:

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

Single subject title

COMPUTER INFORMATION

Please provide details of all computers that are available for student use.

SOFTWARE:

HARDWARE

(Please include details of the type and numbers available):

ACADEMIC STAFF PROFILE (ASP)

The Institute of Commercial Management requires the following information for each member of teaching staff.

Approved Centre Status is only granted to an institution which can satisfy the ICM Academic Board that it has suitably qualified and experienced teaching staff.

Please ensure you provide an individual ASP for *each* member of staff who will be teaching ICM Programmes and Single Subjects.

Lecturer details	Title	Forenames in full	Surname / Family Name
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Academic Qualifications

Place/Institution	Qualification	Date	Grade

How many years teaching experience does the lecturer have	Years experience
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Briefly provide a description of the practical, commercial and assessment experience of the lecturer (CVs are not accepted as alternative documentation).

NEW APPLICANTS

Please Note:

- **Additional Academic Staff Profile pages (ASPs) can be downloaded from the ICM website.** Kindly provide an ASP for **each** member of staff who is proposed to teach ICM professional courses and single subjects. CV's are not accepted as alternative documentation.

CHECKLIST – when returning your Approved Centre Application Form, ICM requires:

- A copy of your current prospectus.
- Proof of registration with your country's Ministry/Department of Education (eg. copy of your Certificate, Letter, Reference Number).
- £200 GBP non-refundable application fee.

You may email your fully completed form, along with your current prospectus and supporting documentation, to: centreapprovals@icm.ac.uk.

The accepted methods of payment for the application fee are:

- Western Union - if you wish to use Western Union, the payee's name is 'Alistair Somerville-Ford'. It is essential that you provide us with the Money Transfer Control Number (MTCN) you are given by Western Union - please confirm by email with the MTCN details to info@icm.ac.uk.
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