



Application for School Approval
Certificate in Alcohol Awareness
Essentials of Catering Award

Please complete in block capitals using black ink

1. Name of School:.....
Address:
.....
Postcode: Email:.....
Telephone No: Fax No:

2 Name of Centre Contact: Title (Mr, Mrs, Ms etc):
Position:

3. Name of Teacher:..... Title (Mr, Mrs, Ms, etc).....
Position:.....
Name of Teacher:..... Title (Mr, Mrs, Ms, etc)
Position:.....

4. Declaration (to be completed by the Head Teacher or senior member of management)

I ACKNOWLEDGE THAT IF APPROVAL IS GRANTED BY BIIAB, THIS APPLICATION WILL FORM THE BASIS OF THE AGREEMENT BETWEEN THE CENTRE AND BIIAB. THE CENTRE AGREES TO OPERATE ACCORDING TO BIIAB QUALITY ASSURANCE MANUAL AND ASSOCIATED POLICIES AND PROCEDURES. THE CENTRE WILL SUBMIT CENTRE APPROVAL INFORMATION UPDATE (FORM CAI) IF THERE ARE ANY CHANGES TO THE INFORMATION CONTAINED IN THIS APPLICATION.

Surname: Title (Mr, Mrs, Ms etc).....
Forename:
Position:
Signature:
Date:

Please submit completed form to:

Quality Assurance Manager
BIIAB
Wessex House
80 Park Street
Camberley
Surrey
GU15 3PT

Guidance Notes for Completing Application for School Approval

- Section 1 Please enter school details. All future correspondence and documentation will be sent to the address you provide.
- Section 2 You will need to identify a centre contact to be responsible for ensuring that the overall management, administration and quality assurance systems for the delivery and assessment of BIIAB qualifications are maintained; he/she must have sufficient authority to be able to influence the provision of the requirements for the conduct of the delivery and/or examinations.
- The centre contact will be responsible for ensuring that relevant information with regard to BIIAB qualifications is communicated in both a speedily and effectively manner to all nominated tutors. The centre contact will also be responsible for ensuring that results and certificates are despatched to candidates within the specified timeframes as outlined in the centre manuals.
- Section 3 Complete as requested. Please email the QA Department at BIIAB if you wish to add more tutors.
- Section 4 The declaration **must** be signed by the Head Teacher or a senior member of management.

Please Note:

Failure to fully complete this form may lead to a delay in processing the application.

All teachers will need to be employed by the school in a teaching capacity. Their suitability will be assessed by taking into account his/her:

- Level of occupational expertise in relation to a specified BIIAB qualification
- Vocational qualifications that are relevant to specified BIIAB qualifications
- Training/teaching qualifications
- Experience of delivering vocational qualifications

A BIIAB Quality Assurance Manual will be forwarded when your school has been approved.