

This application form has been specifically designed for Centres wishing to exclusively deliver the Level 1 National Award in Food Safety (Food for Life Partnership) qualification only. If you wish to deliver other HABC accredited qualifications, please visit the HABC website at www.highfieldabc.com and click on the link 'Become a Centre'.

This application form must be completed in full. Once approved, you will have access to the "MEMBERS AREA" of the HABC website where you can manage training courses and order examination materials online.

Approved Centre Application

1: Centre Details

Fields marked * are compulsory

Organisation Name*

Address *.....
.....

Town *

County *.....

Country *

Postcode *.....

Centre Type* (e.g school / college / academy).....

1.1 Centre Contact Details.

Centre Contact Name *

Role in Organisation *

Telephone *

Fax *

Email *

2: Qualification Details.

Please identify the qualifications for which your Centre is seeking approval.

- Level 1 National Award in Food Safety (Food for Life Partnership)

3: Nominated Tutors

3.1 You must retain a portfolio for each of your Tutors and assessors who are approved by you for the delivery of courses requiring HABC certification. The portfolios must contain relevant personal contact details and evidence of their qualifications and suitability to deliver learning. You will be required to ensure that their qualifications are current and to provide access to such portfolios for audit purposes.

3.2 You must ensure that all staff, trainers and Assessors who may be involved with the administration or delivery of courses leading to HABC awards are fully aware of the HABC policies, rules and procedures.

I declare that the Centre:

- Will ensure that all staff concerned with delivery of HABC qualifications receive continuous professional development to ensure they can maintain their expertise and competence in respect of any HABC qualification(s).
- Will maintain up-to-date portfolios of tutors and assessors involved with the delivery of HABC qualifications, and will make these portfolios available to HABC for quality assurance purposes upon request.
- Will understand that any misleading information provided above, and/or failure to provide access to tutor and assessor portfolios upon request may prevent centre approval being granted, or result in centre suspension.

4: Ofsted Report Documents

4.1 You must send HABC a copy of your most recent Ofsted report. You can provide this by sending a scanned email of the complete document to foodforlife@highfieldabc.com or by fax or post. The return address can be found at the foot of this document. HABC will use this for internal purposes only and will not share any of this information.

5: Centre Administration and Policy Declarations.

- We confirm that we will notify HABC of any changes to the centre's status which may affect the Centre's ability to meet Approved Centre criteria.
- We confirm that there will be effective communication between training and administration staff.
- We confirm that administrative staff fully understand their duties, responsibilities and accountabilities, with their roles clearly defined and allocated.
- We confirm that the centre has sufficient competent trainers to deliver training leading to HABC qualifications.
- We confirm that for purposes of compliance, records of candidates' details, assessment outcomes and achievements will be kept fully up to date and stored securely, and are capable of being transmitted securely to HABC when required.
- We confirm that all certification and registration information of candidates will be accurate and correct.
- We agree to abide by all reasonable stipulations by HABC concerning the use of their logos.
- We confirm that we agree to provide HABC and the qualifications regulators with access to premises, people and records, and will cooperate with HABC's monitoring activities as and when required.
- We agree to give 5 clear working days notice to HABC of the times and dates of examinations by posting courses via the members area of the HABC website.
- We understand how and when to apply for candidate certification.
- We will assist in guarding against fraudulent or mistaken claims.
- We will hold and transmit securely details of assessment outcomes to HABC; have the staff, resources and systems necessary to support the assessment of units and the award, accumulation and transfer of credits and, where necessary, the recording of exemptions.
- We confirm that our senior management team are aware, and approve of our application to become an approved Centre and offer this qualification.**

6: Centre Declaration

Please complete, sign and return the Centre declaration by email, fax or post.

6.1 Declaration

- 1.1 I confirm that the Centre will provide HABC or Regulatory Authorities with access to premises, people or records, and will not hinder or impede the individuals making the visit.
- 1.2 I confirm that I will read and adhere to the conditions listed within the Centre Code of Conduct referred to in Annex 8 of the Core Manual. I further confirm that I will refer to HABC if there are any conditions I do not fully understand.
- 1.3 I confirm that candidate access to buildings will be permitted for the purposes of examinations.
- 1.4 I declare that the contents set out in this document are true to the best of my knowledge and belief.
- 1.5 I agree that the Centre Contact is solely responsible for ensuring that Nominated Tutor application forms are completed in full and also responsible for the information contained within.
- 1.6 I confirm that HABC will be informed of any changes to Centre or Nominated Tutor details.
- 1.7 I confirm that I have the required authority and permission rights to fulfil the role of Centre Contact.
- 1.8 I agree that the Centre Contact is solely responsible for ensuring that all HABC policies and procedures are adhered to and that our Centre status could be revoked if an investigation reveals that this is not the case.

Position:

Signature:

Date:

Please return to:

Food for Life
HABC
Highfield Place
Unit 15 Shaw Wood Business Park
Wheatley Hills
Doncaster
South Yorkshire
DN2 5TB

Fax: 0845 2260360

Email: foodforlife@highfieldabc.com

Upon receipt of a signed declaration, a dedicated HABC Account Manager will process the application and Centre Approval will be confirmed via email.

Please Note: Centres cannot conduct courses leading to the Food for Life qualification until Nominated Tutors have been approved by HABC. In order to add Nominated Tutors to a Centre, please complete the very short application form below.

7: Nominated Tutors

To add an existing Approved Tutor, please enter the Tutor Number below. To add a new user, please complete the form in its entirety below. (Please remember multiple Nominated Tutors can be added per Centre).

First Name

Last Name

E-mail Address

Nominated Tutor Number.

7.1. Tutor & Employer Details

Fields marked * are compulsory

7.1 Tutor Details

Title *

First Name *

Last Name *

Email Address*

Telephone No. *

7.2 Employer Details

Please provide details of current employment

Employer Name *

Employer's Address *

.....

.....

Job Title *

8. Qualifications & Experience

8.1 Please confirm that you are competent to deliver the Food for Life qualification

I confirm that I have the relevant qualifications to teach the Food For Life qualification.

I confirm that I have the required experience to teach the Food For Life qualification.

9. Administrative Requirements

9.1 Please confirm that you will adhere to the administrative requirements

- I confirm that I will comply with the administrative requirements in line with my current employer's policies and procedures.
- I confirm that when delivering the Food For Life qualification I will maintain the best interests of the pupils at all times.
- I confirm that I will advise my employer of any changes in my circumstances that may affect my suitability to deliver the Food For Life qualification.

10. Tutor Declaration

- 10.1 I confirm that the information provided in this application is true and accurate at this time

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