# Description: Open Awards LogoNew Business

**Enquiry Form**

**Form NBE**

|  |  |
| --- | --- |
|  1 | INITIAL INFORMATION |

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| --- | --- |
| Date: | Click here to enter a date.  |
|  |  |
| Form Completed by: |       |

|  |  |
| --- | --- |
| 2 | CENTRE DETAILS |

|  |  |
| --- | --- |
| Centre Name: |       |
|  |  |
| Legal Name (if different) |       |
|  |  |
| Company/Charity No: |       |
|  |  |
| Main Site Address: |       |
|  |  |
| Address Line 2: |       |
|  |  |
| Address Line 3: |       |
|  |  |
| Address Line 4: |       |
|  |  |
| Address Line 5: |       |
|  |  |
| Post Code: |       |
|  |  |
| Main Telephone No.: |       |
|  |  |
| Main Fax Number: |       |
|  |  |
| Main Email Address: |      @      |
|  |  |
| Website: |       |

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| How long has your centre been operating? |       |

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| 3 | CENTRE CONTACT DETAILS |

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| Enquirer Name: |       |
|  |  |
| Role: |       |
|  |  |
| Area of Responsibility: |       |
|  |  |
| Telephone Number: |       |

|  |  |
| --- | --- |
| Email Address: |      @      |

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| 4 | CENTRE TYPE |

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| Adult Education Centre | [ ]  | Armed Forces | [ ]  | Central/Local Government | [ ]  | Employer | [ ]  |
| FE or Tertiary College | [ ]  | HM Prison/YOI | [ ]  | Overseas Centres | [ ]  | Private Training Provider | [ ]  |
| School | [ ]  | Sixth Form College | [ ]  | University of HE Institution | [ ]  | Voluntary Organisation | [ ]  |

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| 5 | WHAT ARE YOU INTRESETED IN DOING? |

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| Are you interested in delivering as an individual centre or part of a consortium? | Individual [ ]  Consortium [ ] If you are planning a consortium model, please list any other organisations involved:      |

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| What services are you interested in delivering? *(if unsure, please leave blank)* | Regulated Qualifications | [ ]  | Quality Endorsed Units | [ ]  |
| Access to HE Diploma | [ ]  | Badge of Excellence | [ ]  |
| Regulated Units | [ ]  |  |

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| Do you already run Accredited Courses? | No [ ]  Yes [ ]  |

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| What Subject area(s) are you interested in? |       |

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| --- | --- |
| What is your target age group(s) | Pre-14 [ ]  14-16 [ ]  16-18 [ ]  18+ [ ]  19+ [ ]  21+ [ ]  |

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| How many learners do you expect in the initial 12 months? | 1-50 [ ]  50-100 [ ]  100-200 [ ]  200+ [ ]  When will you commence to register learners? Click here to enter a date. |

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| --- | --- |
| From what date would you like to start delivering the Course? | Click here to enter a date. |

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| How did you hear about us? | Website | [ ]  | Word of mouth | [ ]  |
| Worked with previously | [ ]  | Social media | [ ]  |
| Conference | [ ]  | If ‘Conference’, what/when/where?       |

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| Do you currently work with other Awarding Organisations? | No [ ]  Yes [ ]  |
| If ‘Yes’, which one(s)? |       |

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| Have you had any sanctions applied by another Awarding Organisation? | No [ ]  Yes [ ]  |
| If ‘Yes’, please provide details: |       |

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| --- | --- |
| Do you have funding to support this? | No [ ]  Yes [ ]  Awaiting bid outcome [ ]  |
| If, ‘Yes’, how are you funded? | SFA [ ]  ESF [ ]  Grant [ ]  LEA [ ]  Private [ ]  YPLA [ ]  Other [ ]  If ‘Other’, please specify       |

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| 6 | RESOURCES |

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| **a.** Premises (for securing important documents, undertaking administration duties and delivering training if applicable)? | Yes [ ]  | No [ ]  |
| **b.** Do you have resources, teaching aids, materials and equipment? | Yes [ ]  | No [ ]  |
| **c.** Do your tutors have relevant qualification(s)/experience to deliver and assess the Course(s)?  | Yes [ ]  | No [ ]  |
| **d.** Do any tutors have Internal Verification experience? | Yes [ ]  | No [ ]  |

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| 7 | ADDITIONAL INFORMATION |

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| **a. Please use this space to add any additional information and/or comments:** |
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| All information provided on this form will be held securely on our database and only used for the purposes provided. Full details on how we use and protect your data are available in our [Privacy Notice.](http://openawards.org.uk/privacy-policy/) |
| By submitting this data to Open Awards you understand and agree to Open Awards using this data in accordance with the Data Protection Act and confirm the information provided is accurate to the best of your knowledge.Open Awards tries to meet the highest standards when collecting and using personal information. Customers are encouraged to email info@openawards.org.uk if you believe any data to be incorrect, unfair, misleading or inappropriate.  |

**Please return the completed form via email to** **enquiries@openawards.org.uk**