



MEMORANDUM OF AGREEMENT FOR COURSE ACCREDITATION

CENTRE NAME (CENTRE NO.)

INTRODUCTION

The College's Council has determined that there shall be a memorandum of agreement between its Centres and itself both in general terms and, where appropriate, specific to the Centre concerned. This agreement will be signed on the Awards Committee granting accreditation or, where a course has already been accredited, on the renewal of such status by the person authorised to do so for the Centre and The College's CEO and Registrar. This is to protect the interests of both parties and maintain the standards of The College's awards nationally and internationally at sub-degree and degree levels.

General

With the signing of this agreement **[the Centre]** agrees to:

1. Be institutional members of The College and adhere to The College's Code of Practice.
2. Ensure that its named representative and key members of teaching staff will be either full or associate members of The College and will supply the list of such staff on 1 December each year irrespective of whether the staff are employed by the Centre or are self-employed. The Centre will be responsible for paying these fees annually on 1 January of the following year.
3. Abide by the protocol laid down by The College of Teachers' Logo, Badge and Coat of Arms Policies – Web & Print Regulations, consulting with The College's Communications Officer about any proposed departures from these regulations or on any related matter not covered by these regulations.
4. Use The College's title for the Centre as agreed at the time of granting accreditation which will be anglicized and as short as is commensurate with identification. This should be without any legal business identifiers or geographical identifiers (such as Ltd or Pte) and no longer than 30 characters in all forms used, in correspondence with The College, and vice versa.
5. Advise The College immediately of any change of name to the Centre and/or of its named representative.
6. Use English as the language of communication on all The College's accredited courses, except where dispensation has been expressly granted by The College.

7. Accept, that while a Centre can run any courses it wishes, for those courses accredited by The College, **all** students must be registered for the appropriate College award and no award will be granted until a completion certificate is sent to The College with the candidates' registration forms and the fees due. However, if other courses are accredited by other validating bodies, these validating bodies must be acceptable to The College as bona fide organisations that are recognised in the UK by such organisations as the National Recognition Information Centre, otherwise The College reserves the right to withdraw accreditation. Where a Centre wishes to have a second endorsement to a College course, or where The College is a subsequent endorser, the same condition will apply. In all cases The College's decision will be final.
8. Set up monitoring procedures and continuing professional development that ensures that:
 - records are correctly kept;
 - tutors/assessors keep up to date with the course content and/or assessment techniques and maintain a record of professional development, e.g. attendance on INSET courses and professional conferences;
 - tutor, assessor and candidate feedback is received and acted upon;
 - course assessments are moderated by a chief assessor/ examiner; and
 - a selection of written assignments and written examinations are double-marked where appropriate.

Note: The College reserves the right to withdraw accreditation in cases where the number of qualified personnel decreases.

9. Normally prepare an annual report of no more than two sides of A4 (1000 words) commenting on recruitment (current and future), course development, candidate feedback, details of changes in tutorial and examining personnel since last reported and other key aspects. The report should be received by The College either on 1 September or 1 January of each calendar year.
10. Accept that accreditation is granted for a period of normally three years and that the Centre should apply for the re-accreditation of courses at the time The College specifies (see item 10, specific).
11. Pay the accreditation fee as indicated further, in the Memorandum of Agreement for Course Accreditation.
12. Accept that examiners for accredited courses shall be appointed in accordance with The College's Code of Practice. Should any of the approved examiners be not active during the designated period of accreditation or fail to abide by The College's Code of Practice, The College reserves the right to instruct the Centre to substitute approved replacements.
13. Accept that The College may request to moderate any accredited course assignments/examinations at regular intervals and/or visit the Centre to monitor for quality assurance purposes.
14. Sign the additional enclosed document with QCA requirements if the Centre is providing courses that are also accredited by QCA.

Specific

1. The Centre will be known as[enter Centre's name].....

and the representative will be ...[enter name].....who is the ...[enter current position]..... of[enter Centre's name].....

All completion forms will be signed off by the representative unless otherwise agreed with The College.

2. The current courses that have been accredited are:

- i.
- ii.
- iii.
- iv.
- v.

Additional courses will be added as a signed addendum to this agreement when such accreditation takes place.

3. If significant changes have been made to the accredited course(s) The College may not automatically grant re-accreditation without review. The course has to meet The College's minimum specifications. Therefore, should any such changes take place prior to the re-accreditation date, the Centre must re-submit the course(s) in question for approval before the re-accreditation date.

Note: Significant changes would include changes in content that would result in modifications in learning outcomes, aims & objectives and the educational needs the course's content was designed to meet in the original submission. Also, any changes in the approved key tutors or examiners should be included. For TESOL courses assessment modes will also be considered significant changes.

4. The accreditation of the above course(s) begins on[date].....and will end on ...[date].....

5. The accreditation fee for the above course(s) amounts to ...[enter amount].....GBP, which the Centre agrees to pay to gain accreditation by The College for the duration of the above-stated period of time. The accreditation fee should be received by The College within 30 working days of invoicing.

6. The following organisations are related to ...**[Centre's name]**.... in a Type B association (as defined below):

- i.
- ii.
- iii.

Additional third party bodies will be added as a signed second addendum to this agreement when such developments take place. The Centre agrees to pay the institutional membership fee and the individual staff membership fees to The College on behalf of the third party or forwarding them rather than The College invoicing the third party directly.

7. Agrees to the registrations, course completion forms and fees of any candidates completing any course in section 2 at a third party body listed in section 3 being forwarded to The College through the Centre.

8. Agrees to pay the institutional, individual staff member, accredited and course fees (set by The College annually from 1 September each year) and accept that The College reserves the right to reduce or increase the course fees based on the assessment mode (i.e. whether The College undertakes the assessment or the Centre) and the annual number of candidates to be entered for a particular course.

9. [Any Special Conditions should be incorporated in clause 9, for example the appointment of a Chief Examiner].

10. Agrees to inform The College of the Centre's intentions to continue with accreditation, should...**[Centre's name]**.....wish to continue providing courses accredited by The College on**[date]**.....Failure to inform The College by the requested date may result in The College withdrawing accreditation.

11. In order to ensure and maintain high standards, the Centre agrees that The College will monitor quality at regular intervals to ascertain that all conditions prescribed in this Agreement are fulfilled so that course accreditation may continue. Where these high standards are not maintained, The College reserves the right to re-evaluate course accreditation.

Third Party Bodies associated with Centres

To avoid confusion The College has defined two categories of third party organisations and their related Centres. The two categories will be used in all communications between The College and Centres. The two categories are as follows:

Type A - an individual or company that sells a training package on behalf of a current Centre (or someone authorised by them to do so). Their only input is to collect payment and registration details from the customer. These cannot become institutional members or Centres solely on the basis outlined above, (but may of course be institutional members or Centres in their own right by providing other types of course - this also applies to Type Bs). They cannot display our Badge or claim that they are in any way

affiliated to us. They may use our name, and anything else about us that is permitted, in their literature – i.e. they may sell courses which carry our qualifications and are at liberty to state as much.

Type B - an individual or company that sells a training package on behalf of a current Centre (or someone authorised by them to do so) where their input is greater than the retail functions outlined in Type A above, i.e. they may carry out registration, administration, give advice or teach, or assess student performance on, elements of the course. They must become an institutional member and their staff involved in delivery must also become members of The College. These bodies are permitted to use the Badge and statement in their literature (within the scope of The College of Teachers' Logo, Badge and Coat of Arms Policies – Web & Print Regulations). They cannot claim that they are in any other way affiliated to The College, such as claiming accreditation. They may also say anything else which is permitted. Not saying anything at all about The College in their literature does not exclude Type Bs from institutional membership.

Signed

Signed

Name

Name

Position

Position *CEO and Registrar*

Organisation

Organisation .. *The College of Teachers*

Date

Date

