

# Centre Registration Form LE066CO V02

Updated December 2018



This application form is to register as a LAMDA Registered Centre for the delivery of LAMDA qualifications.

Please complete and return the form to [exams@LAMDA.ac.uk](mailto:exams@LAMDA.ac.uk) or via post to:

LAMDA Ltd  
Examinations Department  
155 Talgarth Road  
London  
W14 9DA  
UK

Once LAMDA has received an application Customer Services will process it in accordance with procedures within 15 working days. At this point, LAMDA will provide formal notification of Centre Registration status. If LAMDA requires further information to support the application, they will notify the submitters in writing within 15 working days of receipt of the original application submission.

All sections of this application form must be completed where applicable. Incomplete applications may result in the application being returned.

For any Centre Registration and Approval application queries please telephone +44 (0)208 834 0530

| LAMDA examinations (office use only) |          |                               |          |
|--------------------------------------|----------|-------------------------------|----------|
| Centre Name:                         |          |                               |          |
| Centre Code:                         |          |                               |          |
| Centre logged onto LAMDA System:     | Yes / No | Name and Position:            | Date:    |
| Date application received:           |          |                               |          |
| Notes:                               |          |                               |          |
| Centre Approval Agreed:              | Yes / No | Centre Approval Declined:     | Yes / No |
| Date of decision for approval:       |          | Date of decision for decline: |          |
| Name and Position:                   |          |                               |          |
| Notes:                               |          |                               |          |

**Section 1: Centre Information****1.1 Centre Details**

|   |  |
|---|--|
| National Centre Number (if applicable):                         |  |
| Centre unique UK Register of Learning Providers (UKPRN) number: |  |
| Name of Centre:   |  |

|                               |  |
|-------------------------------|--|
| Main Centre Address:          |  |
| Main Centre Postcode:         |  |
| Main Centre Country:          |  |
| Main Centre E-mail Address:   |  |
| Main Centre Telephone Number: |  |
| Main Centre Fax Number:       |  |
| Web Address (if applicable):  |  |

**1.2 Main Centre Contact Details****Head of Centre**

|                   |  |                |  |
|-------------------|--|----------------|--|
| Title:            |  |                |  |
| Given Name:       |  | Family Name:   |  |
| Job Title:        |  |                |  |
| E-mail Address:   |  |                |  |
| Telephone Number: |  | Mobile Number: |  |

**Centre Coordinator**

|                   |  |                |  |
|-------------------|--|----------------|--|
| Title:            |  |                |  |
| Given Name:       |  | Family Name:   |  |
| Job Title:        |  |                |  |
| E-mail Address:   |  |                |  |
| Telephone Number: |  | Mobile Number: |  |

**1.3 Centre Correspondence Addresses**

|  |  |
|--|--|
| <b>Address for: Centre Correspondence – Centre Coordinator</b> |  |
| (if different from Main Centre Address):                       |  |
| Postcode   |  |
| Country  |  |
| Correspondence E-mail Address:                                 |  |

**1.4 Additional Delivery Site/s (optional)**

If you plan to deliver/ assess LAMDA qualifications at any other sites than the Main Centre address given in 1.1 Centre Details, please provide further details.

**Additional Delivery Site 1**

|                         |  |                |  |
|-------------------------|--|----------------|--|
| Delivery Site Name:     |  |                |  |
| Delivery Site Address:  |  |                |  |
| Delivery Site Postcode: |  |                |  |
| Delivery Site Country:  |  |                |  |
| Contact Name:           |  | Position:      |  |
| Telephone Number:       |  | Mobile Number: |  |
| Email address:          |  |                |  |

**Additional Delivery Site 2**

|                         |  |                |  |
|-------------------------|--|----------------|--|
| Delivery Site Name:     |  |                |  |
| Delivery Site Address:  |  |                |  |
| Delivery Site Postcode: |  |                |  |
| Delivery Site Country:  |  |                |  |
| Contact Name:           |  | Position:      |  |
| Telephone Number:       |  | Mobile Number: |  |
| Email Address:          |  |                |  |

**Additional Delivery Site 3**

|                         |  |                |  |
|-------------------------|--|----------------|--|
| Delivery Site Name:     |  |                |  |
| Delivery Site Address:  |  |                |  |
| Delivery Site Postcode: |  |                |  |
| Delivery Site Country:  |  |                |  |
| Contact Name:           |  |                |  |
| Telephone Number:       |  | Position:      |  |
| Email Address:          |  | Mobile Number: |  |

**1.5 Centre Profile**

|                 |  |
|-----------------|--|
| Type of Centre: | <input type="checkbox"/> Independent Prep School <span style="float: right;"><input type="checkbox"/> Drama School\Academy</span>                  |
|                 | <input type="checkbox"/> Independent School <span style="float: right;"><input type="checkbox"/> Franchise Drama School\Academy</span>             |
|                 | <input type="checkbox"/> Grammar School <span style="float: right;"><input type="checkbox"/> Further Education College / Sixth Form College</span> |
|                 | <input type="checkbox"/> Primary School (state) <span style="float: right;"><input type="checkbox"/> Independent Teacher</span>                    |
|                 | <input type="checkbox"/> Secondary School (state)  |
|                 | <input type="checkbox"/> Other (Please state in the box below)   |
|                 |  |

|  |   |   |
|--|---|---|
| <p>Can you confirm if you will be/or are you considering accessing public funding to support the delivery of LAMDA qualifications?</p> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No<br><input type="checkbox"/> Unsure  |   |
| <p>What is the age ranges of learners at your Centre?</p>  | <input type="checkbox"/> Up to 11 <input type="checkbox"/> 12 to 14 <input type="checkbox"/> 15 to 16 <input type="checkbox"/> 17 to 18 <input type="checkbox"/> 19+  |   |
| <p>Are you currently approved to deliver general qualifications with any of the following Awarding Organisations?</p>                  | <input type="checkbox"/> AQA<br><input type="checkbox"/> CEA<br><input type="checkbox"/> City and Guilds<br><input type="checkbox"/> OCR<br><input type="checkbox"/> Pearson<br><input type="checkbox"/> SQA<br><input type="checkbox"/> WJEC | <p>If yes, please provide approval(s) date:</p> |
| <p>Has Centre Recognition ever been declined or withdrawn from your Centre by any UK examining or awarding organisation(s)?</p>        | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |   |
| <p>If yes, please name the awarding organisation(s), date of refusal/removal and give the reason:</p>                                  | <p>Name of examining/ Awarding Organisation(s):</p>   |   |
|  | <p>Date(s) of refusal/removal:</p>  |   |
|  | <p>Reasons for refusal/removal:</p>   |   |

**1.6 Other Information**

|  |   |
|--|---|
| How did you hear about LAMDA examinations? | <input type="checkbox"/> E-mail<br><input type="checkbox"/> Leaflet/ brochure<br><input type="checkbox"/> Press release/ article<br><input type="checkbox"/> Web contact form<br><input type="checkbox"/> Website<br><input type="checkbox"/> Other |
|--|---|

**1.7 Delivery of qualification(s)**

|   |   |
|---|---|
| How will you deliver the qualifications once approved as a registered centre? | <input type="checkbox"/> As part of the school /wider curriculum<br><input type="checkbox"/> At the institution during lunchtime/after class/club<br><input type="checkbox"/> Outside the school/FE/HE environment<br><input type="checkbox"/> Other (please specify) |
|---|---|

**1.8 Proposed Learner Activity**

|   |  |
|---|--|
| Proposed number of learner entries expected at the first session in the calendar year : |  |
| Proposed number of sessions per the calendar year:                                      |  |

Please note that this information is for data collection purposes and does not guarantee or confirm a date booking. To secure a date, you will need to submit a completed Date Booking Request Form, along with the appropriate booking fee. This form is available via the Downloads section of our website or by request from LAMDA Examinations.

**Section 2: LAMDA Centre Requirements**

This section asks you to confirm what you have in place to deliver LAMDA qualifications. You have a continuing obligation to ensure that, at all times during the term of your approval as a centre by LAMDA, you meet all Centre Requirements criteria. You must inform LAMDA if any of the answers to the questions below change. Failure to do so may result in withdrawal of Centre Registration.

**2.1 LAMDA Centre General Requirements**

LAMDA requires the Centre to have in place the following (please tick to confirm):

| <b>Centre General Requirements</b>   |  | <b>Yes</b>               | <b>No</b>                |
|--|--|--------------------------|--------------------------|
| Please confirm that the Head of Centre has read and understood all of the following LAMDA examinations' policies and procedures:   | • Equality and Diversity Policy  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Data Retention Policy  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Privacy Notice   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Reasonable Adjustments for LAMDA Examinations  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Special Considerations for LAMDA Examinations  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Malpractice and Maladministration Policy   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Complaints Policy and Procedures   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • External EAR Policy and Procedure  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Appeals Policy and Procedure   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Sanctions Policy   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • LAMDA Child and Adult Safeguarding Policy  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Conflicts of Interest Policy   | <input type="checkbox"/> | <input type="checkbox"/> |
| Please tick the boxes to confirm that you have the following arrangements and documents in place and that they are up-to-date and appropriately communicated across the Centre and any partner sites/organisation: | • Complaints policy and process which learners can access                                  | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Arrangements to prevent and investigate allegations of malpractice and maladministration | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Conflicts of Interest Policy   | <input type="checkbox"/> | <input type="checkbox"/> |
|  | • Learner Appeals policy/procedure   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Finance</b>   |  | <b>Yes</b>               | <b>No</b>                |
| Is your centre/organisation financially viable?  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| Will your centre/organisation be financially viable for the duration of delivery of LAMDA qualifications?  |  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Physical Resources</b>  |  | <b>Yes</b>               | <b>No</b>                |
| Does your Centre have appropriate facilities to host examinations according to LAMDA Examination Guide for Centres and Teachers in the United Kingdom  |  | <input type="checkbox"/> | <input type="checkbox"/> |

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Updated December 2018

# LAMDA

|  |                          |                          |
|--|--------------------------|--------------------------|
| Does your centre ensure that an appropriate individual will be provided to operate any equipment required as part of the assessment for the relevant qualification(s)? | <input type="checkbox"/> | <input type="checkbox"/> |
| Can your Centre provide a waiting room for learners being assessed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Does your Centre have visitor toilet facilities?   | <input type="checkbox"/> | <input type="checkbox"/> |



**Section 3: LAMDA Centre Agreement****Purpose of Agreement**

This agreement is for the purpose of clearly specifying the role and responsibilities of a Centre in their dealings with LAMDA. Contents of this Agreement are in keeping with the requirements of the General Conditions of Recognition as issued by Ofqual and CCEA Regulation, and the Standard Conditions of Recognition as issued by Qualifications Wales. These Conditions of Recognition can be found on the websites of these Regulators and are available on request from LAMDA.

'The Regulators' referred to in this document means Ofqual (the Office of Qualifications and Examinations Regulation) in England, Qualifications Wales in Wales and CCEA Regulation (Council, Curriculum, Examinations and Assessment) in Northern Ireland.

By signing this agreement the Centre confirms their understanding of the terms and conditions and agrees to adhere to the requirements herein. The terms specified in this agreement will be referred to where there is any dispute or disagreement relating to the role and responsibilities of the Centre.

All policies referred to in this agreement can be found on the LAMDA Examinations website.

My Centre will:**1. The Regulators**

1.1. Take all reasonable steps to ensure that LAMDA is able to comply with its Conditions of Recognition.

**2. Retention of records and access to records, people and premises**

2.1. Keep accurate Learner records and details of Learners' achievements in an accurate, timely and secure manner, in line with the requirements of LAMDA and Data Protection legislation.

2.2. Take all reasonable steps to comply with requests from LAMDA for information, data or documents required by LAMDA or by the Regulators as soon as practicable

2.3. Provide LAMDA and the Regulators, on reasonable notice, (usually within seven working days) access to premises, people and records as required.

**3. Monitoring Activity and Investigations**

3.1. Support LAMDA in carrying out any reasonable centre monitoring activities, and assist the Regulators in any investigations if required.

3.2. Consent to LAMDA sharing information relating to the centre with the Regulators as it sees fit.

**4. Centre Personnel**

4.1. Provide a Head of Centre as the single point of accountability and a Centre Coordinator who oversees the delivery of qualifications. This can be the same person.

4.2. Have enough resources and personnel of appropriate competence to deliver qualifications effectively and efficiently.

- 4.3. Keep up-to-date with any changes LAMDA makes to its policies, procedures, syllabuses or any other information via the LAMDA website or provided via email, and ensure that this information is disseminated and understood by appropriate personnel.
- 4.4. Ensure that personnel involved with LAMDA qualifications understand and adhere to the latest LAMDA syllabuses.
- 4.5. Adhere at all times to LAMDA's current policies and procedures and LAMDA's Examinations Guide for Centres and Teachers.

## **5. Legislation**

- 5.1. Undertake the delivery of the qualification in accordance with equalities law.
- 5.2. Ensure that all equipment used for the purposes of qualification delivery and assessment complies with all applicable Health and Safety regulations.
- 5.3. Use venues that provide access for all Learners for assessment purposes, in accordance with relevant equalities and health and safety legislation
- 5.4. Comply with the General Data Protection Regulation (GDPR) requirements in relation to all Learner data.
- 5.5. Undertake delivery of qualifications in accordance with the most up-to-date law and regulation on safeguarding children and vulnerable adults.
- 5.6. Comply with the most up-to-date relevant law and regulatory criteria.

## **6. Use of LAMDA Brand**

- 6.1. Not use any LAMDA graphics or logos without prior consent from LAMDA and in accordance with the Brand Guidelines.

## **7. Complaints and Appeals**

- 7.1. Have in place a complaints handling procedure or appeals process for the benefit of Learners.
- 7.2. Adhere to LAMDA's Complaints, Enquiries About Results and Appeals policies and procedures, and provide appropriate information and support to enable Learners to access these processes.

## **8. Malpractice and Maladministration**

- 8.1. Take all reasonable steps to prevent incidents of malpractice or maladministration from occurring.
- 8.2. Have in place a procedure for preventing, investigating and managing incidents of malpractice or maladministration which is up to date and communicated to appropriate personnel.
- 8.3. Promptly notify LAMDA of any incidents of malpractice or maladministration in accordance with the requirements of LAMDA's Malpractice and Maladministration Policy and cooperate fully with any LAMDA investigations.

## **9. Resources**

- 9.1. Ensure that the full range of resources required to deliver and assess the qualification are available and are provided as specified by LAMDA.

- 9.2. Adhere to any assessment requirements as stated in the syllabuses
- 9.3. Have appropriate arrangements and agreements in place with any third parties (such as when hiring examination venues) which contribute to the delivery and/or assessment of qualifications.
- 9.4. Notify LAMDA immediately of any changes which materially affect the way in which the Centre conducts business, for example, insolvency or a change of Head of Centre.
- 9.5. Notify LAMDA of any changes which may affect the Centre's ability to meet this Centre Agreement, LAMDA's Examinations Guide for Centres and Teachers and LAMDA's policies and procedures.

## **10. Learner Registration and Certification**

- 10.1 Register each Learner correctly on ExamTrack in line with LAMDA's requirements to ensure that each Learner is uniquely identified.
- 10.2 Register and enter Learners for assessment in a timely and efficient manner in line with LAMDA timetable requirements.
- 10.3 Take appropriate and reasonable steps to verify each Learner's identity prior to an assessment taking place as defined by LAMDA.
- 10.4 Take reasonable steps to ensure that the relevant personnel understand how and when to register Learners.
- 10.5 Take all reasonable steps to guard against fraudulent or mistaken claims for certificates.
- 10.6 Have arrangements in place to obtain on behalf of the Learner a Unique Learner Number (ULN) if relevant.
- 10.7 Disseminate results and certificates to Learners in a timely manner.
- 10.8 Understand that in exceptional circumstances LAMDA may withhold Learners' certificates if LAMDA reasonably determines that is a necessary and proportionate measure in the event of a debt owed to LAMDA by the Centre.
- 10.9 Understand that LAMDA can revoke any certificate if the result on the certificate is false or revealed to be inaccurate.

## **11. Withdrawal of Approval and Interests of Learners**

- 11.1 Cooperate fully with LAMDA in cases where either the Centre or LAMDA decides it needs to withdraw the centre from its role in delivering a qualification, and take all reasonable steps to protect the interests of Learners in the case of such a withdrawal.
- 11.2 Adhere to a process specified by LAMDA for the withdrawal of the Centre from the delivery of a qualification or all qualifications.

## **12. Invoicing**

- 12.1 Provide payment of valid invoices presented by LAMDA within the stated terms and conditions.

## **13. Assessment**

13.1 Provide suitable accommodation, facilities and resources for all assessments in line with LAMDA's Examinations Guide for Centres and Teachers.

## **14. Termination**

14.1 Understand that this agreement can be terminated by either party, in writing, with at least six months' notice. Obligations for Sections 1, 2, 3, 7, 8 and 12 of this agreement continue beyond termination.

14.2 Understand that where a Centre does not enter Learners for twenty-four (24) consecutive months, the Centre will be de-registered.

## **LAMDA's responsibilities**

### **15. LAMDA will:**

15.1 Make available to the Centre all necessary information and guidance to support the delivery of the qualifications that the Centre is permitted to undertake.

15.2 Set out the requirements with which the centre must comply with and publish and make available LAMDA's Sanctions Policy to be applied in the event that the Centre fails to comply with these requirements.

15.3 Answer accurately, fully and within a reasonable time any enquiries from the Centre.

15.4 Upon request, provide the Centre with guidance on how to best prevent, investigate and deal with malpractice or maladministration.

15.5 Publish:

- An Invoicing Policy
- A Sanctions Policy
- Complaints, Enquiry About Results and Appeals procedures
- A Malpractice and Maladministration Policy
- Syllabuses for each of the qualifications made available
- Details for arrangements for making Reasonable Adjustments
- Details for awarding Special Considerations
- Details of the expected dates or timescales for the issue of results.

15.6 Comply with the GDPR requirements in relation to all personal data supplied by the Centre.

15.7 LAMDA will inform the Centre where it has any cause to believe that an occurrence of malpractice or maladministration or any connected occurrence may affect a Centre undertaking any part of the qualification.

**Section 4: Centre Declaration**

**Centre Declaration**

I, the undersigned, declare that the Centre understands that this is an enforceable agreement between the Centre and LAMDA. I accept that if the Centre defaults on the commitments made in this agreement, it may lead to sanctions being undertaken in line with LAMDA's Sanctions Policy. I declare that I am authorised to sign this agreement and that at the date of signing it is a true and accurate record.

**Signed for and on behalf of the Centre by:**

FULL NAME:

POSITION:

DATE:

SIGNATURE:

**Signed for and on behalf of LAMDA by:**

FULL NAME: Georgina Firmin

POSITION: Director of Commercial Development

DATE: 24 September 2018

SIGNATURE:

