

Additional Award Application (International) – Guidance

Section 1 Centre details

Please complete this section in full. The address will also be used for dispatch of materials, invoices, and formal correspondence and documentation.

Full centre name – this is how it will appear on the EDI approval certificate.

Full centre address – please ensure full postal address is listed inc. postcode.

Letter of support body – Letter of support/reference from a recognised business in your area who recognises your centre as a viable business, i.e. local Chamber of Commerce, Ministry of Education.

Head of Centre – could be Chief Executive, Managing Director etc.

Primary point of contact – will be the main point of contact for quality assurance team (Please note that the Head of Centre, Centre Coordinator and *Primary point of contact* could be the same person).

Linked centres – please complete this section if you would like to add linked centres to the main EDI centre and will offer the same LCCI IQ qualifications. The linked centres must have a Memorandum of understanding (MoU) or have a business relationship. All candidate result slips and certificates will be posted to the main EDI centre and not direct to the linked centre. Please ensure when completing this section that you state the postal address and all sections have been answered.

Section 2 Qualifications

Please clearly state the qualification(s) including level(s) that you would like EDI approval for. You will only be able to offer these qualifications to the candidates unless you complete an 'Additional Award Application (International) form.

For full details of the subjects EDI offer please visit www.lcci.org.uk.

Section 3 Provision of Teaching/Preparation of Students

Please complete in BLOCK letters the names of the teaching staff and which LCCI/JetSet qualification including level they will be teaching the candidates. We **do not** require copies of the CVs or certificates of the teaching staff.

Section 5b Teaching Material

The Head of Centre must sign and date this section to confirm accuracy. Please tick the relevant box(es) to confirm which materials are being used.

LCCI IQ / EDI Material	Location
Syllabus	This is available on the LCCI IQ website 'Qualification Search' www.lcci.org.uk
Teachers Toolkit	This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk
Sample papers	This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk
Past papers	This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk
Annual Qualification Review	This is available on the LCCI IQ website 'Qualification Search'. Please login to the website to gain this information. www.lcci.org.uk
How to Pass / Passport to Success publications	The price list and order form is available 'Publications' Please login to the website to gain this information. www.lcci.org.uk

Section 4 Declaration

Please note that the declaration must be signed by the Head of Centre (Eg. Chief Executive, Managing Director, Principal) to confirm that the information in the application form is correct and the centre will abide by the correct conducted.