



# AIM INVESTING IN YOUR FUTURE

Application Checklist: FOR INFORMATION ONLY

This form will be completed by the AIM Centre Lead during your **AIM INVESTING IN YOUR FUTURE** approval process. You may find it a useful reference document to help you to prepare for your approval meeting.

Centre name		IF centre number	
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*On Completion*

Authorised person	
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Date of check		Outcome	
AIM staff		Signature	

Address

Customer experience advisor (CEA)	
Centre lead (CL)	
Business development lead (BDL)	

## Centre staff

Head of centre	
Administrator	

## Delivery staff

Relevant experience, TtT, teaching, industry etc	Cleared
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No
	Yes/No





### Policies

#### Health and safety at work

<b>Business statement clearly indicates the centres:</b>	<b>Please Tick</b> ✓
Intent and commitment	
<b>Responsibilities regarding maintaining a safe workplace including reporting damage, near misses and incidents:</b>	<b>Please Tick</b> ✓
<i>For Management</i>	
<i>For staff</i>	
<i>For students</i>	
<i>For visitor</i>	
Includes an incident evacuation plan	
Includes an up to date copy of certificate of liability	
Refers to relevant legislation and regulation if required (ie COSHH, working at heights etc)	
Notice boards will display policies and instructions	
Equipment, including fire extinguishers will be inspected regularly	

<b>Additional comments</b>

#### Equality, diversity and inclusion

<b>Business statement clearly indicates the centres:</b>	<b>Please Tick</b> ✓
Management responsibilities	
Staff responsibilities	
Student responsibilities	
Visitors responsibilities	

<b>Additional comments</b>



### Data protection

<b>Business statement clearly indicates the centres:</b>	<b>Please Tick</b> ✓
Rational for retention of data	
<b>Responsibilities regarding:</b>	<b>Please Tick</b> ✓
<i>Management</i>	
<i>Staff</i>	
<i>Visitors</i>	
<i>Retention policy and commitment to GDPR</i>	
<i>Destruction of data/records</i>	
<i>The learner consent documentation and process</i>	

<b>Additional comments</b>

### Student registration

<b>Business statement clearly indicates the centres:</b>	<b>Please Tick</b> ✓
Process for completing enrolment	
Process for forwarding student names to AIM	
<b>Course induction process, including:</b>	<b>Please Tick</b> ✓
<i>Health and safety at the workplace brief</i>	
<i>Course content brief</i>	
<i>Data protection brief, includes signed agreement regarding retention</i>	

<b>Additional comments</b>



### Risk register

<b>Business statement clearly indicates the centres:</b>	<b>Please Tick</b> ✓
Commitment and remedial action to continuing to function and support students	
<b>Actions to be carried out if there is a closure due to:</b>	<b>Please Tick</b> ✓
<i>Staff absence or dismissal</i>	
<i>Loss of facilities (water/gas/electric/heating)</i>	
<i>Actions due to a disruption (fire alarm)</i>	
<i>Loss of equipment</i>	

<b>Additional comments</b>

### Complaints

<b>Business statement clearly indicates the centres:</b>	<b>Please Tick</b> ✓
Commitment to providing a first-class experience to their students	
includes statement of approachability	
<b>Has an explanation of the complaints process and includes:</b>	<b>Please Tick</b> ✓
<i>Stages, tutor, manager etc</i>	
<i>Response timings</i>	
<i>Log, registration, outcome</i>	
<i>How it feeds into the Self-Assessment Report</i>	

<b>Additional comments</b>



### Self-assessment

Business statement clearly indicates the centres:	Please Tick ✓
Approach and commitment to continuous improvement	
An honest appraisal of the organisation's performance	
Targets for improvement	

Additional comments

### Course evaluation

Business statement clearly indicates the centres:	Please Tick ✓
Approach and commitment to continuous improvement	
Both good and bad evaluation is noted and recorded	
When appropriate, course evaluation will be used to identify and modify courses and training techniques	
Students are provided with responses to their evaluation	

Additional comments

Overall comments and targets