The **AIM**INVESTING IN YOUR FUTURE (IF) is awarded to organisations who can demonstrate a high standard of quality provision both as an organisation and through their course they deliver. To achieve this quality mark, organisations will need to meet our quality criteria at each step of the process.

**To be eligible for the IF, your organisation must:**

* have clear policies and procedures that you can demonstrate are followed in the design, approval, planning, delivery and quality assurance of your training courses
* embed a culture of continuous professional development for your staff
* obtain and use feedback from delegates to inform improvement to delivery and course content
* provide a safe learning environment for delegates including relevant and up to date training aids which are in good repair
* organisations who have already become AIM approved centre will not need to go through the whole of this process and are likely only to need their courses approved.

If you need assistance in completing this application form, please give us a call on 01332 341822.

Submission

Please submit your completed application form with the required documentation (see below) to:
**Email:** applications@aim-group.org.uk

Required documents

To support your application, you must submit the documents listed below (a hyperlink to the relevant policy and procedure documents will be acceptable).

Policy and procedure documents

Please provide your internal policy and procedure documents as noted below. Your policies and procedures should reflect your commitment to effective planning and reviewing of courses, delivered and quality assured by staff with appropriate qualifications/knowledge, experience, or expertise to meet the needs of both the delegates and the course purpose.

AIM Centres who are already accredited to deliver regulated qualifications will only be required to provide evidence for those annotated with an asterisk.

**They should include:**

* training course development and approval procedure\*
* an example of scheme of work (SoW), (you will need to provide all SoW during our visit)\*
* evidence of lesson planning\*
* staff profiles\*
* risk register
* liability Insurance
* organisational structure
* self-assessment

**Policies and Procedures documents including:**

* Complaints policy, including documentation
* Course evaluation, including documentation\*
* observation of delivery, including documentation\*
* Health and Safety at Work
* Equality, diversity, and inclusion
* delegate enrolment/registration\*
* data protection

Terms and conditions

The IF terms and conditions (last page of this document) must be signed by someone within the centre who has the authority to do so.

What happens next?

**Once you have submitted your application you will**

* receive an acknowledgement email within 48 hours
* be contacted by an allocated Centre Lead to arrange an IF approval visit

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| 1. Organisation details |
| Organisation name |  |
| AIM centre number (for current centres) |  |
| Satellite sites. If delivery will be on a site other than at the main address listed on this application, please provide details below (add an annex to this application if required) |
| Site name | Site address | Tel no |
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| Site name | Site address | Tel no |
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| 2. Key organisation contacts for IF |
| Head of Organisation |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
| Main Point of contact |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
| Finance contact |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |
| Other Key contact (please state) |
| Name |  | Address |  |
| Position |  |
| Tel |  |
| Email |  |

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| 3. Intentions |
| Please describe how your organisation intends to use IF: |

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| 4. Registration and Certification of delegates |
| Please list below the name of each course you will be registering delegates against. **This course title will appear on the certificates.**Centres are to register delegate, by course, with their appointed Customer Experience Adviser five working days prior to course end date. Certificates will only be issued on notification of delegate satisfactory achievement.**Please note that we will request, at random, that for you to forward to AIM a printed course certificate for quality assurance purposes.** |
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| 5. Delivery StaffPlease include and indicate those with responsibility for carrying out QA (observation of delivery) activity | For AIM Use |
| The centre is to provide adequate detail of delivery staff experience, this could include industry experience, competence and also any delivery experience ie train the trainer, teaching qualifications or delivery experience |
| **Name** | **Please state experience and skills** |
| Course title |
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| 6. Terms and conditions  |
| The organisation agrees to the following terms and conditions and will provide evidence of documentation to AIM during monitoring activity.**The organisation will:**1. have resources, systems and staffing that will be appropriate to support the training courses provided and ensure that staff have access to appropriate training, guidance and support
2. implement a quality management system that is systematically reviewed to ensure that delegate and staff needs are met, that all appropriate persons are kept up to date with quality policy, procedures and standards, and that responsibilities for the management of these systems are clearly and appropriately allocated
3. have administrative systems that will enable AIM requirements to be met promptly, accurately and securely
4. register delegates a minimum of five days prior to completion of course
5. document the respective roles, responsibilities and accountabilities of each partner/sub-contracted service, with clear lines of communication between the partners, where an organisation is part of a partnership agreement between organisations
6. keep complete and accurate records, for at least one year from the end of year to which they relate, for all training courses and make these available to AIM on request
7. agree to abide by all reasonable requirements by AIM concerning the use of their logos
8. agree to display the AIM IF logotype on your websites
9. agree to provide AIM, on reasonable notice, with access to premises, people and records as required, and fully co-operate with their monitoring activities, including but not limited to providing access to any premises used (including satellite sites)
10. comply with all relevant law and criteria as updated and amended from time to time
11. have effective communications systems in place internally, with AIM and with delegates
12. agree to the prompt payment of all invoices in line with AIM IF published charges
13. accept that if the organisation defaults on the commitments made in this application it may lead to the removal of its IF approval
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| I declare that I am authorised by the centre to supply the information given above and, at the date of signing, the information provided is a true and accurate record to the best of my knowledge. I agree to act in accordance with the requirements specified in the IF terms and conditions. I further declare that I am authorised by the organisation to sign this application on behalf of the organisation. |
| Signed(must be signed by head of organisation or appropriate person with delegated responsibility) |  | Job title |  |
| Full name(please print) |  | Date |  |

Please tick if you would like to receive general product information newsletters [ ]

For AIM use only

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| 1. Actions and timeframes |
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| 2. Recommendation |
| **Approved:**  | **Approved with actions:**  | **Not approved:**  |
| Centre lead |  | Date |  |
| Quality assurance manager |  | Date |  |