



Application for acceptance as an
*ACP Registered Course Provider
& Approved Examination Centre*

CHECKLIST:

Have you included with this application:

<input type="checkbox"/>	A copy of your training centre's most recent prospectus?
<input type="checkbox"/>	A detailed description of your facilities, hardware & software?
<input type="checkbox"/>	Curriculum vitas (CVs) for all your teaching staff?
<input type="checkbox"/>	A brief history of your college and a list of any other facilities under the same management?
<input type="checkbox"/>	The 'Centre Application Fee' of £975.00 Sterling
<input type="checkbox"/>	Written evidence that your training centre has been inspected and accredited by the British Accreditation Council (BAC)
<input type="checkbox"/>	A copy of your training centre's licence issued by the UK Border Agency.

***PLEASE BE ADVISED THAT, IF ANY OF THE ABOVE ARE MISSING,
WE SHALL BE UNABLE TO PROCESS YOUR APPLICATION.***

Please complete and return this application to:

**Chilverbridge House, Arlington, East Sussex, BN26 6SB, England, United Kingdom.
T: +44 (0)1323 871874 F: +44 (0)1323 871875 e-mail: admin@acpexamboard.com**

INTRODUCTION:

ACP's structured syllabuses combine the skills of Computer Programming and Computer System Design.

The ACP Certificate in Information Technology & Programming...

Unless a student has prior computing qualifications and/or experience, they will enter at Certificate level, at which, emphasis is placed on the introduction, installation, operation and application of computers. Practical applications include databases, desk-top publishing, graphics, multimedia, networking, electronic communication, spreadsheets and web pages. Students will attend a course of no less than 300 hours duration (*plus practical*) and, at the end of the course, candidates are required to attain at least a 'Pass' grade in 3 compulsory written examinations, which are conducted on a 'closed-book' basis:

- ***Information Technology Fundamentals***
- ***Computer Applications & Operations***
- ***Applied Programming***

Additionally, students must submit an individual

- ***Programming Project***

which contributes to their final examination performance. This must be written in an approved procedural language (*please refer to ACP syllabuses regarding our training approach*). Typically, at least 50 hours' work will be required to complete the project and its documentation. A sample project in Java, complete with tutorial notes and a marking scheme is available for use by centres and tutors.

The ACP Diploma in Information Systems Analysis & Design...

Holders of the ACP Certificate award (*or those with appropriate alternative qualifications*) may progress to the Diploma. During a course of no less than 300 hours' duration, students will develop their basic skills and extend their capacity for sound judgement – essential to the successful practitioner. The course has a marked practical emphasis to ensure that candidates reach a level of programming competence sufficient to commence employment.

The three compulsory written examination papers at this level are:

- ***Systems Analysis & Design***
- ***Software Engineering***
- ***Business Information Systems***

During the course, candidates are also required to submit

- ***6 Practical Diploma Assignments*** (*2 for each subject at this level*)

typically requiring between 8-16 hours for each assignment and using languages such as Java, Pascal or 'C'.

The subject for each Diploma assignment must be approved by ACP in advance to ensure it is suitable in terms of syllabus coverage, difficulty and work content.

The ACP Advanced Diploma in Computer Science...

The Advanced Diploma course is open to successful graduates of the ACP Certificate and Diploma, or those who have been offered exemption from the lower levels on the basis of alternative qualifications and/or experience. The Advanced Diploma course lasts a further academic year (*i.e. a minimum of 600 hours full time study, normally extending over 40 weeks*).

Skills learned at first year level are developed to a standard appropriate for more senior positions within the IT industry.

The 3 written compulsory examination subjects at this level are:

- ***Information Systems Principles & Networking***
- ***Information Systems Analysis & Design; Advanced Programming***
- ***Information Systems Management***

Candidates are also required to submit 2 projects, a

- ***Programming Project***

in Java (*the preferred choice, for reasons highlighted in the enclosed syllabuses*), Pascal or 'C' as well as an

- ***Individual Project***

in an approved subject. Each project can be expected to demand 60-80 hours' work by the candidate and will contribute to their overall examination result. Once again, the subject for a project must be approved in advance to ensure it is suitable in terms of language, syllabus coverage, difficulty and work content. Alternatively, suggested programming in projects in Java, complete with tutorial notes and marking schemes are available for use by centres and tutors. Advanced Diploma projects MUST be marked by ACP approved examiners and must be moderated externally by ACP.

Please complete this form in black or blue ink and in BLOCK CAPITALS.

PREMISES:

Name of College or Centre: _____

Full address {please note that a PO Box number is not sufficient}: _____

Telephone number {including area code}: _____

Fax: _____ e-mail address: _____

HOME OFFICE REGULATIONS:

All UK based colleges wanting to recruit foreign students require a licence from the UK Border Agency (UKBA).

As an ACP training/examination centre, you will be required to:

- Keep copies of all your foreign students' passports
- Keep and update your students' contact details
- Alert the UK Border Agency of any students who fail to enrol on their course
- Report unauthorised absences to the UKBA and
- Inform the UKBA if any student ceases his/her studies.

Please attach a copy of your college's licence to this application form.

The year in which your college commenced training: _____ Have you been in continuous operation since that time? YES/NO {delete as appropriate}

Please note: This application is for ONE address only. Centres with teaching carried out at more than one building must make separate application for each address {including separate application fees}.

In the case of multi-centre organisations, please list the names of other training centres under the same management and, by ticking the box provided, indicate if you will be making separate application to ACP for recognition as a training and examination centre.

1) Centre Name: _____

2) Centre Name: _____

3) Centre Name: _____

√ for YES

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Please relate the rest of your answers to *ONLY* the centre to which *THIS* application relates.

How many classrooms do you have at these premises that are permanently set out with tables/desks and chairs?

What is the average student capacity of each of these classrooms?

{Qty}

Students

STUDY FACILITIES:

Not all students have suitable facilities at home to make studying easy. An internal college library/study room is preferable to public libraries. The college library should be equipped with a reasonable supply of the reading material specified in ACP's 'Syllabus' and/or reading list, together with supportive literature.

Do/will students have access to a college library? YES/NO* *{delete as appropriate}*

If not, what provision will you make to ensure that students have easy access to recommended reading material at no cost to themselves?

ADMINISTRATION & TEACHING PERSONNEL:

Please indicate the total number of full and part-time administrative and teaching staff employed at this centre:

Administrative staff:

part-time

full-time

Teaching staff:

part time

full-time

Centres should have a clearly recognisable, stable 'Course Team'. The team should have the necessary qualifications, subject expertise and teaching experience appropriate to the level at which the syllabus is delivered. The Course Team should include several teaching staff:

On the following page, please summarise the individuals who will assume responsibility for the key teaching, supervisory and administrative roles. For **EACH** person, we shall require a detailed curriculum vitae which provides the following information.

- Their date of birth
- Their relevant qualifications
- Copies of awards held stating the subject and class of degree and the name and address of the university at which they attained their degree
- The commencement date of their present appointment with your college
- Previous commercial and/or industrial experience
- The subjects they are currently employed to teach
- The ACP subjects/components of the syllabus that they will be teaching

1) Team Leader: Mr/Mrs/Ms: _____ **MUST BE FULL-TIME**
To teach to Advanced Diploma level, he/she should possess a good class honours degree in numerate discipline, postgraduate qualification and relevant experience. MSc degrees alone are not considered sufficiently broad academically to teach at the higher level.

2) Tutor: Mr/Mrs/Ms: _____ FULL/PART-TIME
This person should be suitably qualified and experienced in his/her specialist subject area(s).

3) Tutor: Mr/Mrs/Ms: _____ FULL/PART-TIME
This person should be suitably qualified and experienced in his/her specialist subject area(s).

4) Tutor: Mr/Mrs/Ms: _____ FULL/PART-TIME
This person should be suitably qualified and experienced in his/her specialist subject area(s).

5) Practical Supervisor: Mr/Mrs/Ms: _____ FULL/PART-TIME
This person should be sufficiently qualified to assist during practical training sessions.

6) Practical Supervisor: Mr/Mrs/Ms: _____ FULL/PART-TIME
This person should be sufficiently qualified to assist during practical training sessions.

7) Assessor/Verifier: Mr/Mrs/Ms: _____ FULL/PART-TIME
Either internal or external, this person should be qualified to the same standard as the course Team Leader.

8) Assessor/Verifier: Mr/Mrs/Ms: _____ FULL/PART-TIME
Either internal or external, this person should be qualified to the same standard as the course Team Leader.

YOUR APPLICATION CANNOT BE PROCESSED WITHOUT FULL DETAILS OF THEIR QUALIFICATIONS AND EXPERIENCE

SUPERVISION & CONTROL:

Each centre should have a Course Manager, whose job it is to regularly and systematically monitor the ACP course(s). There must also be a clearly defined system of operation, under his/her control to ensure objective valid and reliable internal assessment of students (such as 'moderation' by a second individual of marked coursework assignments). This will be in addition to ACP's own external moderation:

Name of your ACP Course Manager: Mr/Mrs/Ms _____

How do you intend to ensure objective, valid and reliable internal assessment of students?

ACP'S CONTACTS – THE EXAMINATIONS SECRETARY & INVIGILATOR:

Please provide us with the name of the person in your organisation to whom correspondence and up-dates of information should be addressed. *ACP usually refers to this individual as the centre's 'Examinations Secretary/Examinations Officer'. This MUST be a member of the full-time staff:*

Mr/Mrs/Ms **{delete as appropriate}* First Name: _____

Surname/Family Name: _____

Position in your company: _____ Since: _____ *{date}*

In order to fulfil this role, this individual will need to be equipped with the usual administrative facilities and will need ready and easy access to photocopying facilities, telephone, e-mail and fax.

Additionally, where ACP agrees to examinations being conducted on-site, there will need to be a lockable safe dedicated to the storage of examination question papers between their receipt and the examination. The safe should be large enough to allow the brief storage of candidate scripts after the examination pending despatch.

We shall require you to identify a maximum of two keyholders to this safe, one of whom should be the ACP approved Invigilator. This is a position that must be held by a responsible, professional person, not necessarily working full-time for your training centre.

Overseas centres will be required to arrange external invigilation by a member of an organisation such as the local British Council, Ministry of Education or other recognised examining body.

Please nominate the individual who will agree to act as **Invigilator**:

Mr/Mrs/Ms **{delete as appropriate}* First Name: _____

Surname/Family Name: _____

His/her profession: _____ Since: _____ *{date}*

His/her address *{for receipt of examination question papers/correspondence}* _____

ABOUT YOUR EXISTING COURSES:

Are you currently running courses in Computing/IT? YES/NO* *{delete as appropriate}*

Beginning with any Computing courses, please list the five **MOST POPULAR** courses that your centre offers and provide the information requested for each:

Course Title	Course Fee = £ Sterling	Qualification Awarding Body	Exam fee paid to them:		
			Level 1	Level 2	Level 3

For all COMPUTING courses listed above, please provide a copy of the awarding body's course syllabus that your centre is currently following and a copy of their examination timetable.

Approximately how often do you enter students for examinations with the COMPUTING bodies. once twice or three times per year? tick

For each of the Computing examinations listed above, please provide a copy of your most recent **Examination Results Summary** prepared and issued by the awarding body.

Do you plan to REPLACE any of the above existing computing courses/qualifications with the ACP courses and examinations? YES/NO* *{delete as appropriate}*

If you answered 'YES', what are your reasons for this? _____

If you answered 'NO', what are your reasons for this? _____

YOUR EXISTING STUDENTS:

Please state the total number of students currently enrolled (for any course) and attending your college

- on a part-time basis (i.e. for less than 15 hours per week) _____
- on a full-time basis (i.e. for 15 or more hours per week) _____

What is the approximate age range of your students? From _____ to _____ years of age.

What is the average number of students enrolled annually on your most popular course? _____

The ACP Professional Courses should be taught on a full-time basis as shown on the suggested timetable below. The Certificate Course should provide 300 hours of theoretical tuition plus plenty of hands-on practical sessions. The Diploma course requires a similar period of theory and practical. This is in addition to the 2-3 full weeks that candidates will require to complete the practical elements of their ACP examination assessments {see ACP’s booklet ACP Professional Course Outline & Examination Structure}. In continuing with your application, you are confirming that your teaching and staffing facilities are sufficient to accommodate a similar timetable. Candidates are unlikely to succeed following a lesser programme.

Suggested Weekly Course Timetable (15 weeks minimum + projects)							
Day	9.00-10.45am		11.00-12.45pm		1.45-3.15pm		3.30-4.45pm
MON	Theory	B	Theory	L	Practical	B	Study
TUE	Theory	R	Theory	U	Theory	R	Study
WED	Theory	E	Theory	N	Practical	E	Study
THU	Theory	A	Theory	C	Theory	A	Study
FRI	Theory	K	Theory	H	Practical	K	Study

If your application is successful, how soon do you anticipate being in a position to start teaching the ACP course? _____

How many students would you need to enrol on the ACP Certificate programme to make running this course viable?*

*Please be aware that there is a minimum entry requirement of 5 candidates to examinations.

After running your first ACP Certificate course:

- is it your plan to run the Certificate and Diploma course concurrently {allowing new student enrolments to either programme every 6 months or so}? YES/NO* **or**
- to take a single intake of students through their Certificate course before commencing the Diploma course for the same students {i.e. a new intake once a year} YES/NO*

It is usual for ACP to initially give approval to a new centre to teach only the Certificate and Diploma programmes, generally requiring consistently good examination grades in these examinations before considering an application for a centre to teach the Advanced Diploma. However, if you are already running higher level courses, such as the IMIS Higher Diploma, ACP will consider an earlier application.

Having studied the ACP Syllabus, do you consider that you currently have appropriate resources and suitably qualified staff to teach the ACP Advanced Diploma in Computer Science? YES/NO*

RECOMMENDED MINIMUM HARDWARE & SOFTWARE RESOURCES:

Extensive practical work is required at all levels of the ACP Courses. In addition to our written papers, our examinations also incorporate thorough testing of practical skills through Projects and Assignments. It is imperative, therefore, that ACP training/examination centres are adequately equipped both in the quality and quantity of resources to allow each student to experience modern working practices and techniques on the latest hardware and software. As a guide, each student should be given the opportunity for supervised hands-on access to a computer terminal for at least 4-5 hours per week, depending on the course length. In signing this application, you undertake to provide at least the required minimum access to all of the following resources:

CERTIFICATE LEVEL:

- **Hardware:** A 'stand alone' personal computer (PC) with hard disk backing store, CD-ROM and connection to a simple printer is sufficient.
- **Operating System:** Any reasonably modern system such as *Windows versions 98, 2000* or *XP* is acceptable. Alternatives, such as *UNIX* will also suffice.
- **Programming Languages:** *QBASIC* is the recommended language for programming exercises and projects. Other languages which may be employed are *Java, Pascal, 'C', COBOL* or *FORTRAN*. Database languages (such as *Access*) or visual languages (such as *Visual BASIC*) are not acceptable as the sole teaching language or for candidates' projects.
- **Electronic Communications:** All ACP Centres should have e-mail and internet access available to students.

DIPLOMA LEVEL – in addition to the above you will require the following resources:

- **Hardware:** A simple (peer-to-peer) network should be available offering a range of shared facilities including storage, printers, CD-ROM etc.
- **Operating System:** A graphic user interface, supporting mouse operation is sufficient.
- **Programming Languages:** A block structured language, such as *Java, Pascal, 'C'*. Additionally, a database language, such as *FoxPro, Access, dBASE*, should be available for limited practical exercises.
- **Business Software:** Business application software such as payroll, sales ledger, stock control, order processing; typical, office software for word processing, database and spreadsheets; desk-top publishing, presentation graphics and personal organisation software should all be available for class demonstrations and practical exercises. Flowcharting and other documentation should be carried out using a graphics software package such as *Visio*.

ADVANCED DIPLOMA LEVEL - in addition to the above you will require the following resources:

- **Hardware:** A dedicated server network or a multi-user single processor system should be available on-site at the ACP training centre.
- **Operating System:** A network operating system such as *Windows 2000* or *Novell Netware* is required. Alternatively, a multi-operator system such as *UNIX* will suffice.
- **Programming Languages:** A block-structured language, such as *Java, Pascal, and 'C'* is required for the '**Programming Project**'. A visual language such *Visual BASIC* or *Visual, FoxPro*, and an object-orientated language is needed for simple practical exercises. A relational database language is also required such as *Oracle, SQL7* or *MySQL*.

EXTERNAL APPROVAL & RECOGNITION

Is your centre recognised by any of the following? *{please tick and provide a copy of their letter or certificate or recognition}*. Please note that ACP requires its UK training centres to be on the DfES Register of Education & Training Providers and accredited by the British Accreditation Council (BAC). Overseas centres must provide evidence of approval by their local Ministry of Education.

Your country's Department/Ministry of Education	<input type="checkbox"/>	✓ YES	<input type="checkbox"/>	✓ Documents attached
Any government Accreditation Council/Body	<input type="checkbox"/>	YES	<input type="checkbox"/>	Documents attached
Other: _____ <i>{specify}</i>	<input type="checkbox"/>	YES	<input type="checkbox"/>	Documents attached
Other: _____	<input type="checkbox"/>	YES	<input type="checkbox"/>	Documents attached
Other: _____	<input type="checkbox"/>	YES	<input type="checkbox"/>	Documents attached

PUBLIC EXAMINATIONS:

Please indicate the number of entries and successes in the last **THREE** years in public examinations *{i.e. through professional bodies such as City & Guilds, EdExcel, BTEC, IMIS etc.}*

<i>Name of Examining Body</i>	<i>YEAR:</i>		<i>YEAR:</i>		<i>YEAR:</i>	
	<i>Entries</i>	<i>Passes</i>	<i>Entries</i>	<i>Passes</i>	<i>Entries</i>	<i>Passes</i>

WORK EXPERIENCE:

Please list any opportunities that exist for your students to visit local Computer/IT companies for the purposes of gaining relevant work experience:

PROPOSED ACP COURSE & EXAMINATION FEES

In the table below, please indicate the course fee that you propose to charge students for the ACP Professional courses {please convert your local currency to the approximate UK £ Sterling equivalent}

- ACP Certificate in Information Technology & Programming £ _____
- ACP Diploma in Information Systems Analysis & Design £ _____
- ACP Advanced Diploma in Computer Science £ _____

ANY OTHER INFORMATION:

Please use the space below to write any other information that you would like to add in support of your application:

Please give the name of the following Managerial personnel at the college, who should both sign this application as an accurate account of the information provided to ACP:

Academic Principal: _____

Signature: _____ Date: ____/____/20____

Director of Studies: _____

Signature: _____ Date: ____/____/20____

Thank you for taking the time to complete this form.

Assuming that you have provided all the information and supporting documentation requested, you should hear from ACP within the next 2-3 weeks.

We wish you every success with your application and trust that you will contact the undersigned if you have any questions regarding its completion.

MRS. NINA KEATS
Secretary General