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| Guidance and Submission |
| The AIM Awards Investing in Your Future is awarded to organisations that have a proven record of high standards of internal quality assurance that lead them to offer high quality training courses for their delegates. In order to be eligible for the Investing in Your Future, your organisation must:   * Have clear policies, processes 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 internal quality assurance * Be committed to continuous improvement   If you need assistance in completing your application form, please speak to our **Change over Champions** on 01332 341822.  Please submit your completed application form with the required documentation (see below) to [enquiries@aimawards.org.uk](mailto:enquiries@aimawards.org.uk) or post to AIM Awards, 3 Pride Point Drive, Pride Park, Derby, DE24 8BX |

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| Required Documents |
| To support your application, you must submit the documents listed in points 1-3 below (a hyperlink to the relevant policy and procedure documents will be acceptable):  **1: Policy and Procedure Documents**  Please provide your internal policy and procedure documents as evidence of the statements made in **section 4** of your application, for example:   1. Training course development and approval procedure 2. Teaching and learning observation procedure and proforma 3. Staff development policy 4. IQA Strategy 5. Appeals/ Complaints policy   **2: IF Investing in Your Future** **terms and conditions**  A signed set of **Investing in Your Future Terms and Conditions** (last page of this document). These must be signed by someone within the centre who has responsibility and authority to do so.  **3: Course Validation Applications**  Once you have received confirmation from Aim Awards that your application to become an Investing in your Future center has been accepted. Your Regional Business Development Manager will visit you to complete your course validation consultation and submit your 1st Course Validation Application. Each new course or program you wish to offer under Investing in your Future requires a separate Course Validation Application. |



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| 1. **Organisation Details** | | | | |
| **Organisation Name:** |  | | | |
| **Already an AIM Awards Centre?** | | | **Yes / No** | |
| **Main address:** |  | | | |
|  |  | | | |
|  |  | | | |
|  |  | | | |
| **Postcode:** |  | | | |
| **Main Tel:** |  | | | |
| **Website:** |  | | | |
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| **Satellite Sites** | | | | |
| If delivery will be on a site other than at the main address listed above please provide details below: | | | | |
| **Site Name:** | | **Site Address:** | | **Tel No:** |
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| **Site Name:** | | **Site Address:** | | **Tel No:** |
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| 1. **Key Organisation Contacts for Investing in Your Futures** | | | | | | | |
| **Organisation Contact** | | | | | | | |
| Name |  | | Address | |  | | |
| Position |  | |
| Tel |  | |
| Email |  | |
|  | | | | | | |
| **Administration/Examination Contact** | | | | | | |
| Name | |  | | Address | |  |
| Position | |  | |
| Tel | |  | |
| Email | |  | |
|  | | | | | | |
| **Finance Contact** | | | | | | |
| Name | |  | | Address | |  |
| Position | |  | |
| Tel | |  | |
| Email | |  | |

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| 1. **Program Description** | |
| 3.1 | Describe how your organisation intends to use Investing in Your Future |
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| 1. **Certification of Learners** | |
| Centre’s have the option of registering learners on validated courses with AIM Awards IF Investing in your Future who will then receive an official AIM Awards certificate or centers may purchase a license to certificate template to produce in house Investing in Your Future certificates for learners.  (Please specify your choice) | |
| **We would like:** | **Please tick** |
| Registration and Certification by AIM Awards |  |
| Purchase of license to produce in house certificates (renewable yearly) |  |

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| **4. Organisation Policies, Processes and Procedures** | | | **AIM Awards use** |
|  | | |
| Statement | Statement met yes/no | How statement is met by organisation |
| **The organisation has clear policies, processes and procedures that they can demonstrate are followed in the design, approval, planning and delivery and quality assurance of their training courses** | | |
| All training courses: |  |  |  |
| * are designed with outcomes that can be met by the target group of delegates | yes/no |  |  |
| * take into account the needs of relevant individuals, organisations and communities and that their feedback is used to shape relevant provision | yes/no |  |  |
| * complement the organisation’s strategic objectives/ethos | yes/no |  |  |
| The organisation’s training course approval process: |  |  |  |
| * requires evidence that the proposed training course meets the identified needs of individuals, organisations or communities | yes/no |  |  |
| * evaluates Health and Safety, physical and human resource requirements | yes/no |  |  |
| * requires final approval by the organisation’s management/relevant authority | yes/no |  |  |
| The organisation: |  |  |  |
| * ensures training courses are delivered by competent and appropriately qualified staff | yes/no |  |  |
| * has standardised expectations for training course planning (eg the use of a template session plan) | yes/no |  |  |
| For all training courses: |  |  |  |
| * delegates are provided with clear information and guidance about the training course and any other available options | yes/no |  |  |
| * the organisation’s Equal Opportunities policy is effectively implemented | yes/no |  |  |
| * delegates are made aware of their entitlements and responsibilities in relation to Health and Safety | yes/no |  |  |
| * appropriate and sufficient resources are made available to support learning | yes/no |  |  |
| * full records are retained for a minimum of 12 months | yes/no |  |  |
| **The organisation has and implements processes to obtain and use feedback from delegates to inform internal quality assurance**  **The organisation has clear policies, processes and procedures that they can demonstrate are followed in the quality assurance of their training courses** | | |  |
| The organisation: |  |  |  |
| * annually reviews the effectiveness of all training courses | yes/no |  |  |
| * implements an effective process for monitoring teaching and learning practice | yes/no |  |  |
| * regularly analyses data and uses it to inform review and planning | yes/no |  |  |
| * implements systems for gathering feedback from delegates | yes/no |  |  |
| * uses feedback from delegates to inform internal quality assurance leading to improvements in performance/environment | yes/no |  |  |
| * has an effective appeals/complaints process | yes/no |  |  |
| **The organisation embeds a culture of continuous professional development for its staff** | | |  |
| The organisation: |  |  |  |
| * implements a staff development policy that includes appropriate arrangements for induction of new staff | yes/no |  |  |
| * operates a staff appraisal and review system that results in action planning | yes/no |  |  |
| * incorporates feedback from teaching and learning observations in staff review | yes/no |  |  |
| * provides opportunities for staff development (eg in house training, standardisation of staff, access to external training, cover whilst attending training) | yes/no |  |  |
| **The organisation is committed to continuous improvement** | | |  |
| The organisation: |  |  |  |
| * implements a self assessment / quality improvement process | yes/no |  |  |
| * ensures that all staff engage in the above process | yes/no |  |  |
| * has effective leadership and management of quality improvement | yes/no |  |  |

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| 1. **Terms and Conditions** |
| The organisation agrees to the following terms and conditions and will provide evidence of documentation to AIM Awards 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 Awards requirements to be met promptly, accurately and securely 4. Document the respective roles, responsibilities and accountabilities of each partner/sub-contracted service, with clear lines of communication between the partners, where a organisation is part of a partnership agreement between organisations 5. 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 Awards on request 6. Agree to abide by all reasonable stipulations by AIM Awards concerning the use of their logos 7. Agree to display the AIM Awards IF Investing in Your Future logo on your websites 8. Agree to provide AIM Awards, 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) 9. Comply with all relevant law and criteria as updated and amended from time to time 10. Have effective communications systems in place internally, with AIM Awards and with delegates 11. Agree to the prompt payment of all invoices in line with AIM Awards IF Investing in Your Future published charges 12. Accept that if the organisation defaults on the commitments made in this application it may lead to the removal of its IF Investing in Your Future 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 **Investing in Your** **Future** 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: |  |

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