

Quality Mark Terms and Conditions



QUALITY MARK TERMS AND CONDITIONS



The centre agrees to the following terms and conditions and will provide evidence of documentation to Laser

Learning Awards. The Centre will:

- 1.1 Have resources, systems and staffing that will be appropriate to support the courses provided and ensure that staff have access to appropriate training, guidance and support.
- 1.2 Implement a quality management system that is systematically reviewed to ensure that learners 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.
- 1.3 Have administrative systems that will enable Laser Learning Awards requirements to be met promptly, accurately and securely.
- 1.4 Document the respective roles, responsibilities and accountabilities of each partner/sub-contracted service, with clear lines of communication between the partners, where a centre is part of a partnership agreement between organisations.
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- 1.6 Keep complete and accurate records, for at least one year from the end of year to which they relate, for all Laser Learning Awards Quality Mark courses and make these available to Laser Learning Awards on request.
- 1.7 Agree to abide by all reasonable stipulations by Laser Learning Awards concerning the use of their logos.
- 1.8 Agree to display the Laser Learning Awards logo on the centre's websites and any paperwork used with learners on the approved course(s) if required.
- 1.9 Agree to provide Laser Learning 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).
- 1.10 Comply with all relevant law as updated and amended from time to time.
- 1.11 Have effective communications systems in place both internally and with Laser Learning Awards, and with learners.
- 1.12 Agree to the prompt payment of all invoices relating to the approval process in line with Laser Learning Awards Quality Mark published charges.
- 1.13 Accept that if the centre defaults on the commitments made in this application it may lead to the removal of its Laser Learning Awards Quality Mark approval.

DECLARATION AND SIGNATURE

You declare that you are authorised by the centre named below to supply the required information and that the information given in this application is, to the best of your knowledge and belief, true and complete. You agree to inform the relevant Laser Learning Awards immediately should any changes occur to the information supplied in this application.

By signing this application form you are agreeing that Laser Learning Awards may rely upon the truth and accuracy of the information contained in this application and any supporting documentation or information.

Signature:

Date:

Name:

Position:

Centre: