



APPLICATION FOR REGISTRATION OF ACCREDITED TRAINING COURSES (GBAR TC:2022 STANDARD)

Notes on completing this form

1. Read the form carefully before filling it in.
2. Digital copies of this form can be signed digitally, if submitted from a company email address.
3. Sample certificates supporting your application and your applicable terms & conditions must be supplied with the completed form.
4. You should not necessarily confine your remarks to this form and you may include an organisation structure if you wish to show your relationship to other organisations connected to your business.
5. An application must be accompanied with a purchase order (or equivalent authorisation to invoice) for the full application fee.
6. When completed, this document must be sent to The Administration Manager of GBAR at admin@gbar-ab.org.
7. In submitting this application the applicant agrees to abide by the terms and conditions of GBAR, amended if appropriate, if a contract is entered into.
8. The normative reference for your accreditation will be GBAR TC:2022.
9. Information provided on this form will be used to review the suitability of the applicant including searches and due diligence.
10. **This application shall not be used for conformity assessment purposes or ISO/IEC 17024 applications.**

Section 1			
NAME OF TRAINING PROVIDER:			
LEGAL STATUS (<i>Ltd = Limited Company, ST = Sole Trader, PT = Partnership, PLC = Public Limited Company, OT = Other.</i>) Note: Organisation must be a legal entity.:			
WORKS ADDRESS:			
SURNAME AND FORENAME OF PRINCIPLE CONTACT:			
PRINCIPLE CONTACT EMAIL:			
EMAIL FOR GENERAL ENQUIRES (<i>this will appear on the accreditation statement on the GBAR website</i>):			
TELEPHONE:		MOBILE:	
WEBSITE:		FAX:	
<i>Information in this section above, except for principle contact email, will be shared publicly from the point of an accreditation decision.</i>			

Section 2: ORGANISATIONAL STRUCTURE - Please attach an organisation structure	
Managing Director	



Financial Director	
Head of Faculty	
Other senior management (please list)	
Note 1. Full CV and evidence of skills and competence will be required for the above, and other key persons. Note 2. Add a separate organisation diagram. Note 3. Please indicate family or similar relationships between the above. Information in this section above will be shared publicly from the point of an accreditation decision.	

Section 3: Please advise if in the last two years, you have had a business relationship with any other training provider. If so, please give name and summary details. Please advise reason for not continuing that relationship.

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Section 4: Please advise if in the last two years, you have had a business relationship with any other training provider that may have lost its accredited status. Please state your role in that organisation.

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Section 5: Please advise the reasons for seeking GBAR accreditation. (e.g. reputation, technical approach, market awareness, user-friendliness, cost effectiveness etc.).

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Section 6: Please advise any matter that may be deemed significant when adjudicating your application should it be discovered later.

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Section 7: Further information

Do you have a documented quality management system in accordance with ISO 9001:2015?	
If your training course documentation is not available now, is it being developed? If yes, indicate when it will be ready.	
How long have you been providing training?	
Do you have proof of your status as a legal entity? This should be provided (a link to an official government register is acceptable).	



Do you operate at sites other than the main address given on page 1?	
Would you classify yourself as a primary, secondary, further education or higher education training provider?	
Having reviewed the 'Accreditation levels' in GBAR (G)21; do you consider a Level 1, Level 2, or Level 3 provider? <i>The requirements for each level are available upon request.</i>	
Have you worked with any other GBAR accredited organisation before?	
If yes, who?	
How many delegates/students do you train per year via in-person/virtual training (live)? <i>If you have not started training, please give a forecast.</i>	
How many delegates/students do you train per year via eLearning (non-live)? <i>If you have not started training, please give a forecast.</i>	
How many active courses you would provide via in-person/virtual training (live)? <i>An active course is defined as one that has been delivered or offered in the last 12 months</i>	
How many active courses you would provide via formal eLearning (non-live)? <i>An active course is defined as one that has been delivered or offered in the last 12 months</i>	



Section 8: State each type of training and any applicable standards offered on a separate line. Attach a copy of the standards if they are unlikely to be recognised at a national level. More than 10 training subjects should also be provided as a spreadsheet.

TRAINING SUBJECT	APPLICABLE STANDARD	DESCRIPTION OF SYLLABUS	COURSE DURATION (Days)

Provide an Excel spreadsheet of course, if further rows are required

Section 9: Please attach a description of the physical venue provisions and equipment.

Section 10: Please indicate the extent of use of subcontracted services

Section 11: Please describe the routines exercised within your organisation for the identification, development, proving, and delivery of training syllabi. (Attach appropriate or sample procedure if more convenient.)



Section 12: Please describe the examination and test arrangements. (Attach appropriate or sample procedure if more convenient.)

Section 13: To assist us please give a brief and concise résumé of your organisation. Please provide a description of your organisation's mission and target market sectors and any other information that you may feel would be helpful to GBAR in adjudicating your application. Indicate how long you have been trading. If you are a start-up, indicate previous experience or attach a CV.

Section 14: Checklist

1	Have you signed the confirmation in section 15?	
2	Have you provided proof of legal identity?	
3	Have you provided a purchase order or have the necessary authorisation to request payment of an GBAR invoice?	
4	Have you completed all sections in the above form inserting N/A (not applicable), if appropriate?	
5	You have read, understood and accepted document ASB(G)32 regarding our authority?	
6	Do you understand that this is only an application and that GBAR provide no undertaking that your application will be successful? Additionally, if your application is unsuccessful, the application fee will not be returned?	
7	Have you read the Terms & Conditions and Operation Conditions for Training Institutes AGBAR(G)27.1?	
8	Have you attached descriptions of course development and examination & test?	
9	Do you understand that a contract agreement will be necessary before you are awarded any level of accreditation? A sample contract is available upon request.	
10	Have you understood that you agree to register all your certificates at www.gbar-ab.org upon issue and that you will pay an initial listing and an annual renewal fee (if applicable) for each existing certificate?	

Signed:

Date:



Section 15: Confirmations

I confirm that to be accredited by GBAR, our organisation:

- will need an extensive document review and examination of evidence which is only begun following payment of the initial Application Administration Fee which is non-refundable.
- will need a review and continuing research into our activities and the principal members of our management team pursuing technical, professional and ethical lines of enquiry
- may need a visit by an GBAR officer(s) to our premises to verify the substance of documents and our arrangements as a training provider,
- may need to have our training activities witnessed at our clients' sites,
- will need continuing levels of surveillance by GBAR,
- will need to provide the travel and accommodation costs of GBAR at our expense and paid for in advance of the activity.
- will agree to list all training certificates and renewals at the GBAR nominated listing website (currently www.gbar-ab.org) for which initial and annual fees may be payable (subject to fee structure).
- may be assessed using an ISO standard as a basis for audit, however accreditation by GBAR will be to its own accreditation standard GBAR(S)07.

Please confirm your understanding, agreement & acceptance to the above statements and those confirmed in section 14, and I declare that the information on this application form is correct to the best of your knowledge.:

Signature:

Print Name:

Date:

Position in the organisation (job title):



FURTHER GUIDANCE & NEXT STEPS

This form will be returned if all sections are not appropriately completed.

Any section not applicable should be struck through and initialled.

Refer to Guide 21 for information on becoming accredited.

Please email this form to: admin@gbar-ab.org

The application will be reviewed and further clarification requested if necessary.

Once the application has been accepted, an invoice will be generated and a list of documents requested. This list is non-exhaustive and further evidence may be later requested.

The assessment will only commence once payment has been received and documents received.