

# Accreditation Consultancy Service Application Form

English UK offers a consultancy service to assist and advise English language centres on how to successfully negotiate the accreditation process. This optional service is offered independently of the Accreditation UK Scheme and includes expert advice, access to updates and extensive guidance on accreditation criteria.

PLEASE COMPLETE IN BLOCK CAPITALS

## 1. Establishment Information

<b>Title of establishment to be registered as a Candidate subscriber:</b>	
<b>Full address:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>Email as used on promotional materials:</b>	
<b>Website:</b>	
<b>How registered or incorporated (Company, Trust etc.) and give company or charity number:</b>	
<b>Names of owners, directors or Trustees, or (for state institutions) the parent institution:</b> (Add additional paper if necessary)	
<b>Name and position of contact person for English UK consultancy purposes:</b>	
<b>Email of contact person:</b>	
<b>Year established as an ELT provider:</b>	
<b>Private sector only:</b> During the period 1/1/10 – 31/12/10 the total number of student weeks* of English language tuition in your establishment:	<b>State sector only:</b> During the previous complete academic or calendar year the total teacher timetabled hours of English language tuition <sup>†</sup> in your establishment:

\*One student week is calculated as one student undergoing not less than TEN hours of tuition in ONE week. Note periods of tuition less than ten hours i.e. 600 minutes per week are excluded from the calculation.

<p><b>Where did you hear about this consultancy service?</b></p> <p><input type="checkbox"/> Direct enquiry to English UK      <input type="checkbox"/> Attendance at an Accreditation UK Pre-inspection briefing</p> <p><input type="checkbox"/> English UK website      <input type="checkbox"/> EUK professional services handbook</p> <p><input type="checkbox"/> Word of mouth      <input type="checkbox"/> Other (Please give details: .....)</p>
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## 2. ELT Course Provision

Please indicate name of course, hours per week, weeks per year, the year when the course first ran and the current number of students enrolled.

Name of Course	Number of Hours per Week	Duration in Weeks per Year	Year Course First Ran	Current Enrolments

## 3. ELT Teaching Staff

Please indicate the following for all current teaching staff: their name and position; the current teaching load in hrs/week; ELT and other teaching qualifications, with dates; ELT teaching experience (giving the length of this experience)

Name	Position	Hrs/week ELT	ELT & Other Teaching Qualifications	ELT Experience (Years)
	Director of Studies/ Academic Manager			

For sections 2 and 3, please continue on a separate piece of paper if necessary

continued overleaf...

