

Pearson LCCI RTC Application Standard Checklist**Centre Name:**

No	Items	Checklist
<u>General Application Requirements</u>		
1	CAIN Application Form	
2	Copy of License from MOE, MOHR and other Awarding bodies (if any)	
3	Examination seating plans (tables must be at least 1 metre apart)	
4	Photographs of proposed Examination rooms	
<u>Requirements in Section 6</u>		
5	Current Prospectus/ Marketing materials/ Website	
6	Photographs of teaching facilities/ equipment	
7	List of all staffs designations, years of working experience & highest academic qualifications	
8	Organisation Structure	
9	Quality Assurance Policy	
10	Equal Opportunities Policy	
11	Health & Safety Policy - Including approval from the local Fire Department	
12	Admission/Induction process flow	
13	Appeals Procedure	
14	External Quality Assurance Policy	

*All items are required to be compiled as one document in pdf format.

GENERAL APPLICATION REQUIREMENTS

1. Pearson LCCI CAIN Application Form

GENERAL APPLICATION REQUIREMENTS

2. Copy of License from MOE, MOHR and other
Awarding Bodies

GENERAL APPLICATION REQUIREMENTS

3. Examination Seating Plan

GENERAL APPLICATION REQUIREMENTS

4. Photographs of proposed Examination rooms

REQUIREMENTS IN SECTION 6

5. Current Prospectus/ Marketing materials/
Website

REQUIREMENTS IN SECTION 6

6. Photographs of teaching facilities/
equipment

REQUIREMENTS IN SECTION 6

7. List of all staffs designations, years of working experience & highest academic qualifications

REQUIREMENTS IN SECTION 6

8. Organisation Structure

REQUIREMENTS IN SECTION 6

9. Quality Assurance Policy

REQUIREMENTS IN SECTION 6

10. Equal Opportunities Policy

REQUIREMENTS IN SECTION 6

11. Health & Safety Policy - Including approval from the local Fire Department

REQUIREMENTS IN SECTION 6

12. Admission/Induction process flow

REQUIREMENTS IN SECTION 6

13. Appeals Procedure

REQUIREMENTS IN SECTION 6

14. External Quality Assurance Policy