

The Business Management Education Centre – Qualifications you can be proud of

Application for BMEC Centre Approval status

The Application process:

Colleges and Universities wishing to deliver programmes leading to BMEC qualifications are required to become Approved Centres. Approval should be obtained before a Centre can promote or deliver any BMEC courses.

The primary criteria required for approval as a delivery Centre for BMEC programmes involve consideration of an institution's resources. In particular, the academic staff resources are most important. This form requests basic information about your Centre. If you wish to provide further details in support of your application then please do so. Additional details that may be appropriate include: Samples of your College's publicity material, course prospectuses, student or staff information, or related documentation indicating the scope and level of your current provision.

Benefits of Approved Centre status:

BMEC Approved Centre status enables a College or University to:-

- Expand your course portfolio
- Market and promote UK qualifications
- Deliver UK programmes
- Assess students registered on BMEC programmes
- Increase your student population!

A certificate confirming Approved Centre status will be issued upon completion of this approval process.

We aim to provide an excellent customer service for all our Centres. BMEC will acknowledge receipt of your application within 24 hours and a decision will be made within 7 days of application. If further information is required then we will contact you direct to clarify this.

The initial approval is subject to review after 3 years. During this period no further costs for registration/approval will be required.

Fees:

A one-off fee of £400 is required to cover the accreditation costs associated with this application.

On receipt of this application form, BMEC will send you an invoice covering the amount required. Payment details will be provided on this invoice, although further information is given at the end of this application form.

BMEC Centre Approval Application Form

Details of your Institution/College/University

Name of Institution	
Full postal Address:	
Telephone number	
Email address	
Web site address	

Details of Principal/Managing Director

Title (<i>Mr/Mrs/Dr..</i>)	First name	Family name/Surname
Email address		Telephone number

Details of person responsible for liaising with BMEC (If different from above)

Title (<i>Mr/Mrs/Dr..</i>)	First name	Family name/Surname
Email address		Telephone number

Details about your Institution

When did your Institution first open? (<i>year</i>)		
Please list the programmes you are currently offering (<i>Main titles and levels</i>)		
Please provide details of your Institution's physical resources as listed below:		
Number of classrooms		
Number of computers available for student use		
Library facilities (<i>Estimate number of books or other resources</i>)		
Number of teaching staff	Full-time	
	Part-time	

Name the BMEC programmes you wish to deliver Please state the required levels (e.g. Dip, Higher Dip, etc.) and subject title

Note: If you wish BMEC to certify your own programmes then list these in the above table

Brief details of academic staff		
Name	Primary Subject discipline	Main Qualifications

Note: To support your submission it would be helpful to attach CVs for the main staff listed above who will be involved in delivering the BMEC programmes

Payment process
A fee of £400 is payable for accreditation and the administration of this Centre Approval application. On receipt of this application, BMEC will send you an invoice.
Payments should be made to: BMEC Qualifications Ltd. Account number: 75565399, Sort code: 09-01-28 SWIFT Code: ABBYGB2LXXX IBAN: GB10ABBY09012875565399

Please complete this form and return it to BMEC by email at bmecquals@gmail.com

If you have any difficulties completing this application or you wish to pay by a different process such as Western Union or MoneyGram then please do not hesitate to contact us at the BMEC email address bmecquals@gmail.com

Thank you for your application. BMEC will contact you shortly