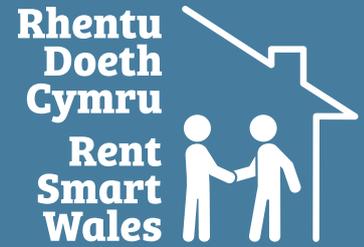


Application form

Course approval form



Please read the following instructions first:

Before completing this form, read the guidance below. An asterisk (*) after a question indicates that guidance is available. If you require approval for multiple courses, additional course information sheets are available at the end of this form.

Application guidance

You are applying for a course approval which will be valid for five years from the date of approval.

Applicant information

Use this section to provide all of the applicant details and the correspondence information. If you are an individual rather than a company or organisation you do not need to provide a registration number or registered address.

Course Information

To deliver training to meet licensing requirements the course requires approval and the training provider needs to be authorised by way of course approval and training provider authorisation. The latter is subject to a separate application process.

One course approval application form should be completed for every course to be approved for Rent Smart Wales licence recognition. Once approved courses are valid for five years.

Course approval fees:

Complete licensing / re-licensing courses		CPD types	
Online landlord course	£1,254	Topic CPD course	£170
Online agent course	£1,360	Basic CPD course	£249
Online combined ¹ course	£2,609	Advanced CPD course	£386
Classroom combined ¹ course	£1,391		

[1] 'combined' means an application that covers more than one course where content across the courses is shared.

Additional information about training approval and authorisation for training providers is available separately.

Course title: Following approval, the course title that you specify within your application will appear on your approval certificate and this is the title that you will be required to use on the certificates that you issue for delegates who have attended and passed your course.

Target audience: If you are going to develop one course which can be taught in full to agents and in part to landlords you can submit this as one course approval. This is called a combined course for the purposes of the fee structure.

Course summary: A full copy of your syllabus must be included with your application, including access to online courses where applicable. You should refer to the document course approval and training provider authorisation guide and the similar guide for CPD courses, which can be downloaded from the Rent Smart Wales website.

Assessment: There needs to be a robust validation process which will demonstrate that delegates gained a good understanding of the syllabus covered. You should include sample test papers with your application and make sure the pass mark is specified and sufficiently robust. Such a validation exercise might not always be applicable to CPD courses; talk to Rent Smart Wales if you are unsure.

Recognised qualification status: If your course provides delegates with a qualification once completed, provide details of the qualification, including the awarding body's name and correspondence details. If it does not have a qualification status, leave this space blank.

Privacy: By completing this form you consent to your courses being advertised on the Rent Smart Wales website. To find out more about how we will use your personal data, view the privacy policy on our website at www.rentsmart.gov.wales/privacy-policy

Applicant information

Sole trader/ Company name			
Correspondence address			
Registered address			
Registration number			
Website			
Contact details	Office telephone	Key contact name	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	Role	<input style="width: 100%;" type="text"/>
	Office email	Telephone	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	Email	<input style="width: 100%;" type="text"/>

Course information

Full course title			
Delivery method	Online <input type="checkbox"/>	Classroom <input type="checkbox"/>	
Target audience	Agent <input type="checkbox"/>	Landlord <input type="checkbox"/>	Both <input type="checkbox"/>
Assessment	Yes <input type="checkbox"/> If yes describe the validation method, exam criteria and pass mark		
	No <input type="checkbox"/> If no, explain how a delegate can evidence taking the course		
CPD course title			
CPD type	Topic CPD <input type="checkbox"/>	Basic CPD <input type="checkbox"/>	Advanced CPD <input type="checkbox"/>
Target audience	Agent <input type="checkbox"/>	Landlord <input type="checkbox"/>	Both <input type="checkbox"/>
Assessment	Yes <input type="checkbox"/> If yes describe the validation method, exam criteria and pass mark		
	No <input type="checkbox"/> If no, explain how a delegate can evidence taking the course		

Standard conditions

If your course is approved for the purposes of Part 1 of the Housing (Wales) Act 2014; the following standard conditions will apply:

1. The course(s) can only be delivered by an authorised training provider under Part 1 of the Housing (Wales) Act 2014.
2. The Rent Smart Wales branding must be used in accordance with the brand guidelines at all times.
3. You must notify Rent Smart Wales if any significant changes are made to the course validation method.
4. You must notify Rent Smart Wales if any significant changes are made to the course content.
5. The course syllabus must be kept up to date and amended to reflect any relevant legislative changes impacting Wales, within 28 days of the change.
6. Training certificates issued to course delegates must be in accordance with that agreed by Rent Smart Wales at the time of your application which needs to include the Rent Smart Wales Approved Landlord / Agent Course logo or if this is not possible, the wording 'Approved Rent Smart Wales Course'. The training certificate is required to include the following disclaimer 'This certificate is not proof of obtaining a licence from Rent Smart Wales; it is only to certify the named person has completed landlord or agent training.'
7. Issued training certificates need to display the full forename and surname of the delegate. Rent Smart Wales reserves the right to request a new certificate to be issued if a certificate does not correspond to the delegate's name on the Rent Smart Wales licence application.
8. Classroom training courses are to be assessed by a Rent Smart Wales Auditor. Upon course assessment, Rent Smart Wales may issue recommendations which need to be adopted in order for course approval to continue.
9. The venue chosen for delivery of classroom training must meet accessibility standards.
10. You / your organisation must adhere to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Failure to abide by the above may result in your course approval being removed.

Following assessment of your application, further conditions may be required. If so, we will seek further representation from you.

You have the right to make representations regarding the conditions proposed to be attached to any authorisation given. Please tick one:

- No representations to make Representations included with application Representations to be submitted within 14 days

Print Name

Date

Signature

You can use this space to detail any representations that you want us to consider regarding the standard conditions.

Method of payment

Fee payable is Refer to the fee table in the guidance section for appropriate fee for your application.

Tick chosen payment method

- Please invoice me
- Cheque enclosed made payable to: Rent Smart Wales

Cheque amount:

- Debit/credit card (Visa, MasterCard or Maestro)

We will contact you for your card details. Please let us know the best contact time and telephone number.

Checking application

Before sending this form, check that you have

1. Read and understood the guidance.
2. Made the relevant payment.
3. Completed all relevant sections of this form.
4. Enclosed a copy of each course syllabus, test paper samples and respective pass mark.
5. Enclosed a copy of each course certificate received by the delegate upon successful completion of the course.
6. Signed and dated the declaration.

Note: we charge for all applications whether successful or not.

If you provide false or misleading information in your application, this may result in your application being refused and/or your course approval being withdrawn.

Signature

Date

Return the completed form to:

**Rent Smart Wales,
PO Box 1106,
Cardiff,
CF11 1UA**

Email: rentsmartwales.training@cardiff.gov.uk

Telephone: 03000 133344