



ITP

GLOBAL STANDARD for Travel, Tourism and Hospitality Professional Qualification.

CENTRE APPROVAL APPLICATION FORM.



*The hallmark of professional competence
and excellence in the tourism industry*

VOCATIONAL TECHNICAL AND PROFESSIONAL QUALIFICATIONS

INSTITUTE FOR TOURISM PROFESSIONALS



The Premier Awarding Body for the Hospitality, Travel and Tourism Industry in Nigeria. Established under section 26 of CAMA 1990, CAP C 20 of Laws of Nigeria 2004 Registration Number : 898445.
ITP.ORGWORLD [tourismpro233](https://www.facebook.com/tourismpro233) www.tourism.org.ng tourismpro@hotmail.co.uk
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ITP QUALIFICATIONS

HALLMARK OF PROFESSIONAL COMPETENCE AND EXCELLENCE FOR THE TOURISM AND HOSPITALITY INDUSTRY

Thank you for choosing ITP. Applying to be an approved centre is the first step in delivering ITP qualifications and awards. We've tried to keep our approval process as simple as possible, but if you're not sure how to complete any part of the application form, or need some more information about the approval process, please call the centre support team on 08119599908, 090707737702 or email: tourismpro@hotmail.co.uk and we'll be happy to help.

ABOUT THE INSTITUTE FOR TOURISM PROFESSIONALS

'Approved Centre' status is granted to those training centres/institutions which can satisfy ITP that they have:

- Suitable Premises
- Appropriate Management Systems and Administrative Structure
- Adequate and Suitable Physical Resources
- Qualified and Experienced Teaching Staff
- Suitable Learner Support
- Appropriate Learning delivery and Assessment Systems
- Mechanism for Continuous Improvement
- Additional Centre Support
- Employer Involvement and Learner Industrial Work Experience systems.

ITP is the professional body for the hospitality, travel, culinary, passenger transport, and tourism in Nigeria, representing members working in the public, private and non-profit sectors. It ensures the highest standards of professional competence in its members. ITP sets professional standards and provides professional development opportunities through qualifications, training courses and events.

The Institute for Tourism Professionals was established to provide recognised standards of entry level and management training appropriate to the needs of the tourism, hotel and travel industries, via its syllabi, examinations and awards. These have been continuously developed and improved to ensure they are relevant and up date. This has been carried out under the careful scrutiny and supervision of experts in all aspects of the tourism, hospitality and travel industries.

Those studying for the qualifications of the institute are offered a structured learning process, encompassing both the theoretical and practical aspects of the industry, integrating the various subjects, together with a clearly defined pattern of career development through progressive grades of membership.

Becoming an Approved ITP Centre

What is Centre Recognition?

Centre approval is a process which a potential centre completes in order to offer ITP qualifications. Recognition status is granted based upon the centre's capacity to comply with ITP standards and requirements. It cannot be achieved without a formal application to become an approved centre and a systems/health check which is completed by an external External Verifier (EV).

Who can become an approved ITP Centre?

Any organisation can become an approved ITP centre if it can demonstrate it is able to provide evidence that it meets the ITP standards for delivery, assessment and the quality assurance needed for the qualifications.

Centre Recognition Application Form

The centre application form is intended to provide ITP with general information about a centre applying for approval, such as contact details, type of organisation, what awarding organisations the centre is currently approved by, and details on the premises. The application process will expect centres to return the completed form and send some key policies. Once submitted the application form and the policies will be uploaded to the online portal account.

Initial Centre Check

When the application form has been completed and submitted the form, ITP will conduct an initial centre check on your organisation. This is a desk based activity where ITP will check whether the centre is a registered company/charity, regulated by the appropriate authorities and whether there have been any issue with malpractice. upon the successful completion of this check an invoice will be issued for the recognition fee.

Health Check Visit

When ITP has received your centre application fee, an external verifier will contact you to arrange a systems/health check visit. The health check visit is designed to ensure your centre is able to deliver, assess and quality assure ITP qualifications to the required standard. The external verifier will ask to see evidence which is listed below under 'Centre Policies and Procedures' section of this document.

You need to complete all sections of this application form and return to ITP secretariat

'Approved Centre' status is automatically granted to all NBTE approved centres, public sector Institutions and government training agencies, Completion of this form is however necessary for the mandated centre data requirement and centre administration purposes.

Application to become an ITP Approved Centre

Contact Details:

Name of Main Contact (single point of accountability for the assessment of units and qualifications, quality assurance and management)		
E-mail:		
Telephone:		
Name of Chief Executive/Principal (who has overall responsibility for the centre)		
Telephone:		
E-mail:		
Head of Centre Coordinator for ITP Award (to whom testpapers and results should be sent)		
Head of Centre Tel: Coordinator	For Centre Coordination	Email:
Examinations Officer: (please include salutations; eg Mr. Ms etc)		
Examination Officer Tel No:	Examination Officer Alternative No:	Email:
Invoice Contact Name: Finance Officer/ Invoice Name/Address: (If different from above)		
Telephone:		

Centre Name:	
Registration Name (if different from above)	
Registration Number (if applicable)	
Centre Address (location where qualification management and quality assurance takes place)	
Tel:	
E-mail:	Web. Address
E-mail for Invoices	

Type of Centre

Please indicate the type of your organisation: eg Government/NGO, Private company, others	
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Please ensure a diagram of your organization and management structure is attached and contains the role and responsibilities required in line with ITP recognized centre requirements.

SATELLITE SITES PLEASE PROVIDE DETAILS OF LOCATIONS WHERE TRAINING AND ASSESMENT WILL BE TAKING PLACE. THIS COULD BE OTHER PREMISES OWNED BY THE CENTRE, OR LOCATION WHERE CENTRE PROVIDES ITS SERVICES (E.G A CUSTOMER'S PREMISES). A SEPARATE SHEET MAY BE USED IF THERE ARE A LARGE NUMBER OF THESE.

Company/Organization Name	Location (Town and Postcode as a minimum)

Centre Monitoring and Quality - Assurance Details

Has the centre previously for or gained recognized centre status from any other awarding body?	please state:
if so, from which Awarding Body?	
Has the centre ever been Refused or had Recognized Centre statust withdrawn by another Awarding Body?	
Name of the Awarding Body involved	
Date of withdrawal/refusal:	(DD / MM / YYYY)
Date of reinstatement and/or overturning of refusal, if applicable:	(DD / MM / YYYY)
Reasons for withdrawal/refusal:	
Details of Reinstatement and or Overturning of refusal, if applicable:	

Policies and Procedures

Centre Policy and procedure Documentation: Copies of centre policy documents are required, and will be subjects to review and external quality assurance at the time of approval. Centre will be responsible for keeping these documents up to date with ITP.

1. MANAGEMENT SYSTEMS	EVIDENCE REQUIRED
a. Organisational chart(s)	
b. Quality Assurance strategy and processes	
c. Internal/external communication strategy	
d. Equal Opportunities Policy and monitoring	
e. Appeals Policy and procedures	
f. Records of Centre Update Forms	
g. Procedures for malpractice/ maladministration and confirming learner identity.	
h. Staff induction/handbook	
i. Recognition of prior learning/proxy procedures.	
2. RESOURCES	EVIDENCE REQUIRED
a. Health and safety policy	
b. Real work environment criteria	
c. Equipment checklists	
d. Staff induction pack	
e. Appropriate ratio of internal Quality Assures: Assessors	
f. Certificates, Curriculum Vitae and occupational competence	
g. Staff development Plans/CPD records and staff appaisal policy and procedures	
3. LEARNER SUPPORT	EVIDENCE REQUIRED
a. Learner skills scans/Initial assessment	
b. Learner induction pack	
c. Learner development plan/individual learning plans	
d. Learner assessment plans and reviews of progress	
e. Learner files	
f. Schemes of work (where appropriate)	

4. ASSESSMENT	EVIDENCE REQUIRED
a. Relevant national occupational standards	
b. Assessment documentation; portfolio, e-portfolio, plans, observation records, feedback/evaluation records	
c. Learner tracking system	
5. QUALITY ASSURANCE	EVIDENCE REQUIRED
a. Internal Quality Assurer Sampling plan	
b. A variety of sampling techniques and feedback to assessors	
c. Atleast annual observations of assessors	
d. Standardisation activities	
e. ITP Quality Assurance Requirements, Centres Manual, Guidance on Internal Quality Assurance of Qualifications.	
6. CONTINUOUS IMPROVEMENT	EVIDENCE REQUIRED
a. Annual Training Needs Analysis for Assessors/Internal Quality Assures	
c. Learner tracking records and analysis	
d. Quality Improvement plan	
e. Evaluation including feedback from learners and completers	

After the visit the external verifier will produce a report with recommendations for the Head of Quality and Assessment to approve. If the health check meets the standards required, the centre will become Approved and a contract will be issued. If there are shortfalls in the standards the EV will produce actions for the centre to complete within defined timescales. These must be completed as failure to do so may result in withdrawal of recognition. If there are serious shortfalls, the centre will not be approved.

TYPE OF QUALIFICATIONS

<p>Indicate the type of ITP qualifications the centre intends to offer</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center; border: 2px solid black; margin-bottom: 5px;"><input type="checkbox"/></td> <td>ITP Vocational, Technical and Professional Qualifications.</td> </tr> <tr> <td style="width: 50px; text-align: center; border: 2px solid black; margin-bottom: 5px;"><input type="checkbox"/></td> <td>ITP Undergraduate, Graduate and Postgraduate qualifications.</td> </tr> <tr> <td style="width: 50px; text-align: center; border: 2px solid black; margin-bottom: 5px;"><input type="checkbox"/></td> <td>Single Subjects/Units</td> </tr> <tr> <td style="width: 50px; text-align: center; border: 2px solid black; margin-bottom: 5px;"><input type="checkbox"/></td> <td>Customized Programmes</td> </tr> </table>	<input type="checkbox"/>	ITP Vocational, Technical and Professional Qualifications.	<input type="checkbox"/>	ITP Undergraduate, Graduate and Postgraduate qualifications.	<input type="checkbox"/>	Single Subjects/Units	<input type="checkbox"/>	Customized Programmes
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ITP PROFESSIONAL PROGRAMMES AND SINGLE SUBJECTS

<p>Please ensure you attach a completed Academic Staff Profile (ASP) form and supporting documents for every member of your staff who will be involved in teaching any of the below courses and/or subjects)</p>	
<p>PROFESSIONAL PROGRAMMES YOU WISH TO OFFER (please ensure you state the level, eg. Cert, Dip, Adv Dip, Graduate and Postgraduate etc.)</p>	<p>NAMES OF PROPOSED LECTURER(S) LEAD TRAINER(S), LECTURE(S) LEAD</p>
Prgramme Title	
Prgramme Title	
Prgramme Title	
Prgramme Title	
Prgramme Title	
Prgramme Title	
Prgramme Title	
SINGLE SUBJECTS/Units:	
Single subject/unit	
Single subject/unit	
Single subject/unit	

ACADEMIC STAFF PROFILE (ASP)

The Institute for Tourism Professionals requires the following information for each member of the teaching staff, assessor and internal verifier.

Approved Centre Status is only granted to an institution which can satisfy ITP Academic Board that it has suitably qualified and experienced teaching, and assessment staff.

Please ensure you provide an individual academic staff profile for each member of staff who will be teaching ITP programmes and Single Subjects. Each academic staff profile should be accompanied by supporting documents (copies of their certificates/qualifications).

Lecturer's Details	Title	Forename in full	Surname/Family Name
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Academic Qualifications

Place/Institute	Qualification	Date	Grade

How many years teaching experience does the lecturer have?	Years of Experience
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Briefly provide a description of the practical, commercial and assessment experience of the lecturer

Declaration By signing below, the centre is confirming that the information supplied is correct, current and that the person signing has the necessary authorization to enter into this contract. Any changes to the documents referenced must be notified to ITP and are subject to review and approval. This application forms the contract between you as a centre and ITP.

The centre agrees to provide ITP the qualifications regulators with access to premises, people and records, and to cooperate with requests for information or documents made by ITP or the qualifications regulators. The centre also agrees to cooperate with ITP carrying out quality assurance monitoring activities and to assist qualifications regulators in any investigations made for the purposes performing its functions.

All documents are subject to review or addition, and continued approval is subject to the centre conforming to these, and any further amendments to, ITP's Centre Quality Assurance.

Full Name:	
Official Title/Position within organisation	
Signature	
Date	

Please submit this application form and attach relevant documents to: tourismpro@hotmail.co.uk , approvals@itp.org.ng Centre Approvals Department, Institute for Tourism Professionals

ITP Hallmark of Professional Competence, and Excellence in Tourism Education and Practice.



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