**APPLICATION FOR INSPECTION LEADING TO GOLD STANDARD ACCREDITATION 2021-2022**

***CONFIDENTIAL***

***Complete all applicable sections***

***Please note that information given on this form will be shared with AEGIS inspectors***

|  |  |
| --- | --- |
| Name of guardianship organisation |  |
| Address of head office |  |
| Telephone |  |
| Email |  |
| Website |  |
| Name of proprietor/director of company |  |
| Is proprietor/director of company over the age of 25? | Yes  No |
| Is proprietor/director of the company in full time education? | Yes  No |
| Name and email address of main contact |  |
| Date of formation/registration of guardianship organisation |  |
| Is your organisation a limited company? | Yes  No |
| Registered number |  |
| Previous names of company |  |
| Date(s) changed |  |
| Any change in company name (please give reasons) |  |
| Please indicate your areas of operation:  England  Scotland  Wales  Northern Ireland |  |

**PERSONNEL**

|  |  |
| --- | --- |
| Name of senior full-time member of management personnel with education/childcare qualifications and/or relevant experience, including safeguarding training |  |
| List of qualifications (if any)  and dates obtained |  |
| Date of appointment |  |
| Names of other senior staff (if any) with qualifications and/or relevant experience including safeguarding training | 1.  2.  3. |
| Dates/ length of service | 1.  2.  3. |
| Name of person responsible for accounts/finance (if any)  Email contact for invoicing |  |
| Name, address and telephone number of guardianship organisation solicitor (if any) |  |
| Name, address and telephone number of guardianship organisation auditor or accountant (if any) |  |
| List of any other activities and enterprises run by the guardianship organisation |  |

**STUDENTS**

|  |  |
| --- | --- |
| Total number of current students  Consisting of:  Independent boarding students  Independent day students aged 15 or under  Independent day students aged 16 or over  State boarding students  State day students aged 15 or under  State day students aged 16 or over |  |
| Countries of origin of the majority of your students |  |
| Total number of students for whom you have provided guardianship in each of the last five academic years | 2019-20  2018-19  2017-18  2016-17  2015-16 |
| How many homestays do you currently work with?  How many of these homestays provide only emergency accommodation?  Does the Director of your organisation also host students?  Do any other members of staff host students themselves?  Does your organisation operate a Multiple Student Accommodation (for 4 students or more)? |  |
| Do you provide different levels of guardianship service e.g., comprehensive and emergency only? If yes, please give details |  |
| Does your organisation work with local co-ordinators?  If yes, how many? | Yes  No |

**REFERENCES FROM MAIN SCHOOL CONTACTS**

|  |  |
| --- | --- |
| Title, name, address and email address of ***two*** school contacts to whom an approach can be made for references. (The schools should be ones in which you have recently placed pupils). **Please ensure that you have permission from your referees to pass on their details and for us to contact them to request a reference for you.** |  |

**DATA PROTECTION:**

**The information you provide in this form will be used solely for the purpose of processing your membership application and subsequent accreditation. Your information will be stored securely and used only in accordance with our Privacy Policy.**

**By submitting this form, you are agreeing to us using your information in this way.**

From time to time, AEGIS would like to send you details about other services we provide, such as our newsletter, future training courses and events, and our conference. If you consent to us contacting you for this purpose, please tick the relevant box(es) below to confirm how you would like to be contacted.

I would like to receive updates from AEGIS, by:

Email

Telephone

Post

You can withdraw your consent at any time.

**EXPECTATIONS**

* Guardianship organisations are expected to notify parents, homestays, schools and students about the AEGIS accreditation process and encourage them to participate in completing the questionnaires and to accommodate any requested visits / remote interviews by inspectors.
* It is the responsibility of the guardianship organisation to ensure that appropriate consent is sought from all parties to share contact details with the AEGIS office for the purposes of the inspection.
* Guardianship organisations are expected to respond to requests for information made by AEGIS in a timely manner and by any deadline given, ensuring that all information given is accurate and complete.
* AEGIS reserves the right to request a re-visit to the guardianship organisation within a stated timescale if it is felt that a follow up meeting is necessary to check that all conditions have been met. This will be at the guardianship organisation’s expense.
* AEGIS reserves the right to refuse accreditation if standards have not been met within the given timescale.
* AEGIS reserves the right to request that guardianship organisations who fail to gain accreditation may only re-apply after a stated period. This is to enable them to address the issues and demonstrate how these standards have been consistently adhered to.
* AEGIS reserves the right to suspend or cease membership if it is found that the guardianship organisation is not complying with requirements following accreditation.
* Schools will be informed of any member that has been suspended from AEGIS, and of any member whose membership has been terminated.
* Names of suspended guardianship organisations will be removed from the published list of AEGIS accredited guardianship organisations and the AEGIS website until such a time they are reinstated. Any members who have their membership terminated will be removed from the published list and AEGIS website with immediate effect.
* Guardianship organisations are expected to treat AEGIS staff and inspectors in a courteous and respectful manner at all times. AEGIS reserves the right to halt any inspection where anti-social behaviour has been encountered.

**DECLARATION**

* I/We have read, understood and agree to adhere to the expectations set out above.
* I/We have read, understood and agree to adhere to the AEGIS Code of Practice set out in the AEGIS Inspection Handbook and Guardianship Organisation Quality Standards.
* I/We have read the AEGIS Inspection Handbook and Guardianship Organisation Quality Standards Inspection Handbook and confirm that, to the best of my/our knowledge, we meet the standards and fulfil the criteria and will abide by them at all times.
* I/We agree to adhere to fair and legal trading, compliance with taxation legislation, and confirm that the guardianship organisation is financially sound.
* I/We confirm that we are a UK registered company or firm solely based in the UK and will, on request, provide evidence of ownership.
* I/We agree to provide documentary evidence and self-evaluation to support the accreditation criteria when asked to do so by the lead inspector.
* I/We understand that the inspectors will visit the head office either in person or remotely, and at some future date contact schools to interview pupils and house staff, and homestay families to verify evidence.
* I/We understand that should Gold Standard Accreditation be granted, membership of AEGIS will stand for a period of four years, following which we will need to re-apply for inspection.
* I/We confirm that all the information provided on this form is accurate and accept that any false statement made may lead to a refusal of accreditation after a successful inspection or suspension of AEGIS membership.
* I/We understand that a further invoice will be issued to cover the inspectors’ reasonable travel expenses for homestay and any other necessary visits but that these expenses will be kept to a minimum.

Signature

Name (please PRINT)

Position

Date of application

Please return to [sharon@aegisuk.net](mailto:sharon@aegisuk.net)

*The Association for the Education and Guardianship of International Students.*

*A company limited by guarantee and registered in England*

*Registered Office: The Wheelhouse, Bond’s Mill Estate, Bristol Road, Stonehouse, Gloucestershire, GL10 3RF*

*Registered Charity No: 1111384 Company No: 0346317*