

CLAiT International Centre Approval Form

IT Users Certificate and Diploma

Level 1 Level 2 Level 3

This pdf form can be completed electronically (requires Acrobat Reader 7+), simply complete all the required fields then **'Save as...'** using your centre name or number as the filename then email the pdf back to OCR as an attachment to **opsalloc@ocr.org.uk** by clicking on the submit button on the bottom of page 8, this will open an email, you will then need to insert the form as an attachment.

This form should be used by Centres requesting approval to offer any or all of the qualifications for CLAiT International. All entries made will be charged in UK pound sterling (£).

Please tick (✓) the box(es) for the qualification(s) you wish to offer:

OCR Level 1 Certificate/Diploma for IT Users (New CLAiT International)

OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus International)

OCR Level 3 Certificate/Diploma for IT Users (CLAiT Advanced International)

If you are already approved as a Centre for any qualifications in the CLAiT suite please indicate (✓) below:

OCR Level 1 Certificate/Diploma for IT Users (New CLAiT International)	<input type="checkbox"/>	Date Approved	<input type="checkbox"/>
OCR Level 2 Certificate/Diploma for IT Users (CLAiT Plus International)	<input type="checkbox"/>	Date Approved	<input type="checkbox"/>
OCR Level 3 Certificate/Diploma for IT Users (CLAiT Advanced International)	<input type="checkbox"/>	Date Approved	<input type="checkbox"/>

application form

**Application for Approval as an International Centre for OCR
Certificates/Diploma for IT Users
(Levels 1, 2 and 3)
CLAIT International**

Section A – Your Organisation

Name of Organisation		Centre No	
Postal Address			Postcode
Telephone No		Facsimile No	

Details of the person who will be contact for the scheme	Name	
	Job Title	
	Email Work/Home*	

Please list any satellite Centres where this scheme will be delivered.			
Address	Centre No		Address
			Centre No

If you are currently approved as a Centre by other awarding bodies please list below up to three names and addresses of the Awarding Bodies for whom you act as a Centre who may be asked for a reference.	
Awarding Body	Type of Qualifications

Has your organisation had approval for a qualification refused or withdrawn by any awarding body in the last five years?	Yes	No
If the answer is yes, please enter the name of the awarding body.		

• Required for scheme administration contact

Section B – Criteria for Approval

Please answer the following questions in the space provided, or if preferred, on a separate attachment.

Has your organisation been certificated under a formal external quality assurance system?
Please give the names of the staff who will be involved in the assessment of this qualification, their positions, qualifications and experience. Please attach their CVs if you wish.
Please give brief details of your organisation's staff development programme.
Please indicate how you will ensure the consistency of assessment across all staff involved, and across all relevant sites.
Please give details of the accommodation available to candidates for this qualification, the computer hardware and software, and the name of any Internet Service Provider.

I confirm I wish to offer the qualifications I have indicated within the CLAiT Suite and meet all requirements. The conditions and procedures under which these qualifications must operate are contained in the relevant Tutor's Handbook, the OCR Vocational Qualifications Administration Catalogue (A850).

Name of Principal or Head of Department	
Date	

Interchange Agreement

OCR Interchange Service Agreement

This agreement sets out the rights and obligations of the customer ("You"), and Oxford Cambridge and RSA Examinations, ("We, us our") in connection with Your use of the OCR INTERCHANGE Service ("The Service"). All the terms and conditions of this agreement are legally binding, so please read them through carefully before You sign.

This agreement:

- replaces all earlier terms and conditions relating to The Service except to the extent that we advise You otherwise; and
- is in addition to the terms of business that apply to all dealings with OCR.
- OCR standard terms of trading require payment with entry. Where credit terms have been agreed, payment is strictly Net 30 days.

For the avoidance of doubt, the completion of the attached application form by You will not bind us contractually. This agreement shall be effective on and from the date that we issue a Password to You.

1 The basis on which you may use the services

- 1.1 By signing this agreement, You agree that The Service will be available for all information relating to Your Centre.
- 1.2 In order to use The Service, You must:
 - be an approved Centre, and
 - be registered with us for the use of The Service.

interchange

1.3 Authorised users

You may appoint authorised users for the purpose of accessing and using The Service on Your behalf. You will be responsible for the conduct of such authorised users in respect of the The Service and Your obligations and rights under this agreement will apply to any authorised users so that any act or omission of such authorised users will be deemed to be Your act or omission.

2 Following our user guidance

2.1 User Guidance might be made available to You on the operation of The Service. You must follow all the relevant User Guidance whenever you access and operate The Service.

2.2 We may inform You from time to time about changes to the way you may access or operate The Service. You must implement all such changes promptly.

3 Your responsibilities for security

3.1 You must ensure that all individuals (including authorised users appointed under 1.3 above) who access or use The Service via Your Centre comply with the following security measures.

3.1.1 Not allow anyone else to operate The Service on their behalf.

3.1.2 Not leave Your System unattended whilst on-line to The Service.

3.1.3 Not allow anybody to use or copy your Password or get access to The Service pretending to be You or another authorised user.

3.1.4 Any other requirements designed to protect the security of Your use of The Service that are set out in User Guidance or notified to You in any other way.

3.1.5 To ensure that You are able to access and give instructions on Your data using The Service You must keep strictly to the security procedures in this agreement.

3.1.6 To enable You to use The Service, we will give You a unique user identification code and Password ("Security Codes"). These are Your Security Codes and both will be used to identify You whenever You access the Service.

Safeguarding Your Password

3.2 In connection with Your Password

3.2.1 You must change Your Password each time that You are required to do so by us.

3.2.2 You must take all reasonable steps to ensure that any Password stays secret. You must not disclose any details of any Password to any other person, (even

within Your Centre, or to an OCR staff member. The only exception to this rule is that each time that You access The Service You must input Your Password (or any part of it that is requested) when prompted to do so by The Service's access procedures.

3.2.3 If You discover, or suspect that any Password is known to someone else, You must immediately notify us, by phoning 024 76 85 1509 for vocational qualifications or 01223 553998 for general qualifications (or any other number we may let you have from time to time for this purpose).

3.2.4 We may suspend Your use of The Service until we have set up a new Password.

Checking Your Centre data

3.3 If You become aware of any transaction relating to Your Centre that has not been validly authorised by You or data you believe to be incorrect, you must notify us immediately by phoning us on 024 76 851509 for vocational qualifications or 01223 553998 for general qualifications (or any other numbers we may let you have from time to time for this purpose) or email vocational.qualifications@ocr.org.uk for vocational qualifications or general.qualifications@ocr.org.uk for general qualifications.

4 Data protection obligations

You must inform individuals that provide personal data of the purposes for which data is intended to be processed by Us and You must obtain the consent of any individuals that provide personal data to the processing of their personal data by us.

5 Your authority to us to carry out your instructions

5.1 You agree that the use of the Security Codes agreed between us and You for The Service is adequate identification of You. We are therefore entitled to act on Your electronic instructions without obtaining any further written or other confirmation from You and even if those instructions are not actually given or authorised by You.

Your liability for unauthorised instructions

5.2 You are responsible for the inputting of data and we accept no responsibility for data incorrectly input.

Acting on Your instructions

5.3 You must not use the Service to create an unauthorised instruction and we are entitled to refuse to accept such an instruction. If an unauthorised instruction is created, we may take any action we think fit.

- 5.4 We may, when we believe we are justified in doing so:
- refuse to carry out any and all instructions given via The Service, or
 - insist on written confirmation of a particular instruction.
 - take such steps as we deem appropriate with regards to the data

5.5 OCR shall not be responsible for any loss incurred by Yourself as a result of such actions.

6 The service

6.1 Each time that You access The Service this will be through a web browser. It is Your responsibility to ensure that Your system can access The Service. You shall indemnify us in the event that Your use of The Service in any way corrupts OCR's systems.

Protection against viruses

6.2 You must ensure that any computer or other device through which You access The Service is free of any computer virus, adequately maintained in every way and is protected against acquiring a virus. You shall have in place the latest version of commercially available virus detection. You will be liable for any loss sustained by us as a result of a virus introduced by You into The Service.

Ownership Rights

6.3 By supplying you with the Security Codes we are granting you access to The Service for the purpose of The Service only and for no other purpose. Any and all other information supplied to You in connection with The Service belongs to us. You must not:

- use them except in connection with operating The Service
- take copies, sell, assign, lease, licence or otherwise transfer to any 3rd party
- try to decompile, reverse engineer, input, compile or change in any way any of the website.

7 The extent of our liability for your loss or damage

7.1 We shall not be liable to You for any loss, damage, costs, expenses or other claims for compensation arising from any instructions supplied by You which are incomplete, inaccurate, illegible, out of sequence or in the wrong form or arising from their late or non-arrival or from any other fault of Yours.

In connection with clause 7.1, The Service has no facility for You to let us know that it is especially important to You that an instruction is carried out by a particular time. If You need to be completely certain that an instruction has reached us and that it will be carried out by a particular time, You must speak to

OCR staff on 024 76 851509 for vocational qualifications or 01223 553 998 for general qualifications. They will be able to explain the various methods of submitting data, and the likely timescales associated with each method.

7.2 Except in respect of death or personal injury caused by our negligence, or as expressly provided in these terms and conditions, we shall not be liable to You by reason of any representation (unless fraudulent), or breach of any implied warranty, condition or other term, or any duty at common law, or under the express terms of this contract, for any loss of profit or any indirect, special or consequential loss, damage, costs, expenses or other claims (whether caused by the negligence of us, our servants or agents or otherwise) which arise out of or in connection with this contract. This includes (but is not limited to) loss or damage resulting from:

- 7.2.1 an incompatibility between Your System and The Service; and
 - 7.2.2 any circumstances beyond our control that leads either to The Service being totally or partially unavailable or to instructions given via The Service not being acted upon promptly or at all; and
 - 7.2.3 You relying on any information provided as part, or by means of, The Service; and
 - 7.2.4 any misuse of Your System by You or anyone else; and
 - 7.2.5 any access to Your data that is obtained by a third party as a result of Your using The Service (except where that access is obtained as a result of our negligence or wilful default).
- 7.3 Save as provided in Clause 6 above, all warranties, representations, liabilities and obligations express or implied are hereby excluded by us to the fullest extent permitted by law.

8 Service availability

8.1 The Service will usually be available for use at the times given in the User Guidance (provided through the on-line help system) or at other times notified to You. You accept, however, that routine maintenance requirements, excess demand on the systems and circumstances beyond our control may mean it is not always possible for The Service to be available during its normal operating hours.

9 Ending your use of the service

9.1 You may cancel Your use of The Service at any time, by giving notice through the OCR telephone number 024 76 851509 for vocational qualifications or 01223 553998 for general qualifications or by letter to the address contained herein or by email to vocational.

qualifications@ocr.org.uk for vocational qualifications or general.qualifications@ocr.org.uk for general qualifications.

9.2 In connection with The Service, we are entitled at any time to:

- change the mode of operation or the facilities available, or
- end The Service.

If we decide to change or end The Service, we will try to give You 7 days' notice, or whatever shorter notice period may be reasonable in the circumstances.

9.3 We have the right to end or suspend

Your use of The Service or to vary access at any time. OCR shall not be responsible for any costs incurred by You as a result of ending The Service.

10 Our right to make changes to this agreement

10.1 We have the right to change the terms of this agreement at any time by giving You notice either in writing or by sending You a message to that effect via The Service.

11 The validity of the terms of this agreement

11.1 If any, or part, of the terms of this agreement proves to be legally unsound or unenforceable in any way, this will not affect the validity of the remaining terms in any way.

12 Communication between us

12.1 Except for situations where this agreement refers to Your giving us notice by telephone or email, You must give us any other formal notices in connection with The Service in writing (in hard copy form) to: OCR Customer Contact Centre, Progress House, Westwood Way, Coventry CV4 8JQ (or any other address we may let You have from time to time for this purpose).

12.2 If we need to send You a notice, we will use the address You have given us most recently in connection with Your Centre.

13 General

This agreement is governed by English law. Both parties agree to submit to the exclusive jurisdiction of the English courts in connection with any dispute.

Oxford Cambridge and RSA Examinations

OCR Interchange Agreement

Form 1

Please complete this form to confirm that you will adhere to all of the terms and conditions of the OCR Interchange Agreement

Centre Number
Centre Name
First Name/Title
Last Name
Job Title
Telephone Number
Facsimile Number
Email Address*
Date of Application
Signature
The name of Head of Centre and postal address

*Anonymous email accounts such as Hotmail and Yahoo are not allowed for security reasons

Submit by email (you will need to save the form then add it as an attachment)

Submit

or post to:
Vocational Operations, OCR, Progress House, Westwood Business Park, Westwood Way, Coventry, CV4 8JQ.

Terms and conditions apply. Visit the OCR website for details or click [HERE](#)