

<b>Proposed Agent:</b>	
<b>Partnership Proposed by (Arden University Manager):</b>	

**SECTION A**

<b>Overview and Rationale for Proposed Partnership</b>			
Information about the proposed Agent, its business model, current activity, etc.			
Rationale for working with the proposed Agent			
Market			
Will agent office or premises receiving potential students and other parties on Arden University's behalf (i.e. with Arden branding on site)? Please provide a brief explanation of the response. <i>(If yes, please complete Section B)</i>			
Risk Management			
<b>Overall risk rating:</b>	Low	Medium	High
<b>Information for inclusion in the agency agreement</b>			
<b>Proposed Minimum Nos:</b>			
<b>Proposed Territory</b>			
<b>Proposed Contract term</b>			
<b>Exclusivity</b>			
<b>Programmes to be offered</b>			

**SECTION B****1. PREMISES**

		<b>Comment</b>	<b>Action</b>
Does the partner have a lease for the building to cover the period of the agreement with Arden University?	YES/NO/NA		
Is the exterior of the building adequate to support Arden University's brand of high quality value for money education?	YES/NO/NA		
Does the organisation have adequate accommodation and facilities to support staff working on the premises?	YES/NO/NA		
Does the centre have appropriate public liability insurance?	YES/NO/NA		

**2. HEALTH & SAFETY (WHERE MEMBERS OF THE PUBLIC WILL BE ENTERING BUILDINGS) All relevant certificates and policy documents should be appended to the completed form**

		<b>Comment</b>	<b>Action</b>
Does the organisation have a health and safety policy and is there evidence that it meets its legal obligation in this respect?	YES/NO		
Has the organisation undergone a health and safety inspection and does it meet its legal obligation in respect of fire and evacuation procedures? Does it have appropriate certification to confirm the above as appropriate?	YES/NO		
Does the organisation have adequate first aid arrangements including appropriate notices and appropriately trained staff?	YES/NO		
Is there evidence that the organisation meets its legal obligations in respect of disabled access?	YES/NO		

**3. SUPPORT STAFFING & ADMINISTRATION**

		<b>Comment</b>	<b>Action</b>
Is there evidence of procedures for complying with statutory requirements in relation to employment?	YES/NO		

QA 45- FORM 1 - AGENT PROPOSAL OVERVIEW FORM

Is there a named person with overarching responsibility for quality	YES/NO		
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