

APPLICATION TO ADD A QUALIFICATION TO AN EXISTING PMI APPROVED CENTRE



**Pensions
Management
Institute**
ACHIEVING PENSIONS EXCELLENCE

Please refer to the Regulations and Guidance Notes for Centres, for the qualification you are wishing to add to your Centre.

CENTRE DETAILS

CENTRE NUMBER AND NAME	
ADDRESS	
CENTRE CONTACT	
QUALIFICATION(S) ALREADY OFFERED AT THIS CENTRE	
QUALIFICATION(S) TO BE ADDED TO THIS CENTRE	

PLEASE PUT A BRIEF OVERVIEW OF HOW YOU INTEND TO PROVIDE THE TRAINING AND ASSESSMENT REQUIRED FOR THIS QUALIFICATION.

QUALIFICATION TEAM

NAME	PROPOSED ROLE IN TEAM	SIGNATURE

INVIGILATOR TEAM – EXAMINED UNITS ONLY

IF YOU INTEND TO OFFER VQ EXAMINED UNITS TO YOUR CANDIDATES PLEASE ENTER THE NAMES OF YOUR PROPOSED INVIGILATORS BELOW

SIGNED		
NAME (IN BLOCK CAPITALS)		
POSITION IN ORGANISATION		
DATE		

DATA PROTECTION STATEMENT

COULD EVERYONE LIKELY TO BE INVOLVED IN THE RUNNING OF THE QUALIFICATION(S) YOU ARE APPLYING TO RUN PLEASE BE MADE AWARE THEY ARE AGREEING TO:

The Pensions Management Institute is registered under the Data Protection Act and maintains a database to:

- Administer the qualification
- Enable information to be exchanged between you and the Institute

Information may be exchanged with:

- Your centre personnel
- The external verifier assigned to your centre (if appropriate)
- The relevant regulatory bodies
- Regional groups

QUALIFICATIONS CONTACTS

Please return this form to the relevant Qualifications Department:

Vanessa Jackson
Manager of the Qualifications Team
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FOR OFFICE USE ONLY

DATE RECEIVED

PIN NUMBER

INPUT BY

CHECKED BY

CENTRE
 CERTIFICATE
 ISSUED