

Checklist: Secure English Language Testing | Approved Service Provider

You will need the following information to hand in order to complete the Approved Service Provider application form.

Organisation Details

- ▶ Trading name of organisation
- ▶ Registration number
- ▶ Date of registration
- ▶ Registered office address
- ▶ Phone number
- ▶ VAT number (if applicable)
- ▶ Domain name
- ▶ Social pages/handles (where applicable)
- ▶ Contact details of a main administrator/manager
- ▶ Contact details of a main academic coordinator (optional)

If you are operating as a sole trader or partnership you must have the address of your primary place of business displayed on your website.

Data and Privacy Compliance

You must be able to demonstrate the following best practices online:

- ▶ A secure website
- ▶ A privacy notice - to explain what personal data you collect and how you use it
- ▶ A cookie disclosure - to explain how you use cookies on your site
- ▶ A disclaimer - to outline liability for the use of your website and its information

Examinations and Services

- ▶ Details of the type of services you intend to provide relating to Trinity's Secure English Language Testing (course provision, study/materials, advice, booking support etc)
- ▶ Details of which Trinity SELTs (GESE and/or ISE) that you will support, and the CEFR level
- ▶ Details of any other services or courses that you provide relating to Secure English Language Testing which are delivered by other awarding bodies
- ▶ Details of examinations that are not for visa purposes that you either conduct on site, or offer preparation for

Listing and Course Preparation

Organisations that hold the following valid and current certificates of accreditation or oversight will be listed on the Trinity website as an Approved Service Provider under test preparation courses. You will need to upload evidence of this on the application form.

If you do not have this, you can still be an Approved Service Provider, and do not need to provide these details - however you will not be listed on our website.

- Accreditation UK
- Independent Schools Inspectorate (ISI)
- The Accreditation Body for Language Services (ABLS)
- The Quality Assurance Agency for Higher Education (QAA)
- Accreditation Service for International Colleges (ASIC)
- British Accreditation Council (BAC)
- Ofsted
- Estyn