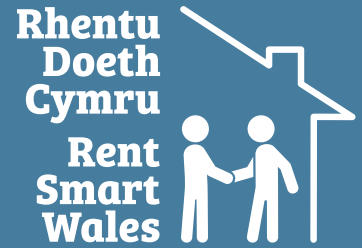


# Application form

## Course approval form



### Please read the following instructions first:

Before completing this form, read the guidance below. An asterisk (\*) after a question indicates that guidance is available. If you require approval for multiple courses, additional course information sheets are available at the end of this form.

### Application guidance

You are applying for a course approval which will be valid for five years from the date of approval.

#### Applicant information

Use this section to provide all of the applicant details and the correspondence information. If you are an individual rather than a company or organisation you do not need to provide a registration number or registered address.

#### Course Information

To deliver training to meet licensing requirements the course requires approval and the training provider needs to be authorised by way of course approval and training provider authorisation. The latter is subject to a separate application process.

One course approval application form should be completed for every course to be approved for Rent Smart Wales licence recognition. Once approved courses are valid for five years.

#### Course approval fees:

First licence / re-licensing courses	
Online landlord course	£1,561
Online agent course	£1,693
Online combined <sup>1</sup> course	£1,732
Classroom combined <sup>1</sup> course	£1,732

CPD types	
Topic CPD course	£211
Basic CPD course	£310
Advanced CPD course	£480

[1] 'combined' means an application that covers more than one course where content across the courses is shared.

Additional information about training approval and authorisation for training providers is available separately.

**Course title:** Following approval, the course title that you specify within your application will appear on your approval certificate and this is the title that you will be required to use on the certificates that you issue for delegates who have attended and passed your course.

**Target audience:** If you are going to develop one course which can be taught in full to agents and in part to landlords you can submit this as one course approval. This is called a combined course for the purposes of the fee structure.

**Course summary:** A full copy of your syllabus must be included with your application, including access to online courses where applicable. You should refer to the document course approval and training provider authorisation guide and the similar guide for CPD courses, which can be downloaded from the Rent Smart Wales website.

**Assessment:** There needs to be a robust validation process which will demonstrate that delegates gained a good understanding of the syllabus covered. You should include sample test papers with your application and make sure the pass mark is specified and sufficiently robust. Such a validation exercise might not always be applicable to CPD courses; talk to Rent Smart Wales if you are unsure.

**Recognised qualification status:** If your course provides delegates with a qualification once completed, provide details of the qualification, including the awarding body's name and correspondence details. If it does not have a qualification status, leave this space blank.

**Privacy:** By completing this form you consent to your courses being advertised on the Rent Smart Wales website. To find out more about how we will use your personal data, view the privacy policy on our website at [www.rentsmart.gov.wales/privacy-policy](http://www.rentsmart.gov.wales/privacy-policy)

## Applicant information

<b>Sole trader/ Company name</b>			
<b>Correspondence address</b>			
<b>Registered address</b>			
<b>Registration number</b>			
<b>Website</b>			
<b>Contact details</b>	Office telephone	Key contact name	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	Role	<input style="width: 100%;" type="text"/>
	Office email	Telephone	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	Email	<input style="width: 100%;" type="text"/>

## Course information

<b>Full course title</b>			
<b>Delivery method</b>	Online <input type="checkbox"/>	Classroom <input type="checkbox"/>	
<b>Target audience</b>	Agent <input type="checkbox"/>	Landlord <input type="checkbox"/>	Both <input type="checkbox"/>
<b>Assessment</b>	Yes <input type="checkbox"/> If yes describe the validation method, exam criteria and pass mark		
	No <input type="checkbox"/> If no, explain how a delegate can evidence taking the course		
<b>CPD course title</b>			
<b>CPD type</b>	Topic CPD <input type="checkbox"/>	Basic CPD <input type="checkbox"/>	Advanced CPD <input type="checkbox"/>
<b>Target audience</b>	Agent <input type="checkbox"/>	Landlord <input type="checkbox"/>	Both <input type="checkbox"/>
<b>Assessment</b>	Yes <input type="checkbox"/> If yes describe the validation method, exam criteria and pass mark		
	No <input type="checkbox"/> If no, explain how a delegate can evidence taking the course		

## Standard conditions

If your course is approved for the purposes of Part 1 of the Housing (Wales) Act 2014; the following standard conditions will apply:

1. Your course approval is valid for five years from the date of issue. If you wish to continue providing training after this date, a new application will be required.
  2. The course(s) can only be delivered by an authorised training provider under Part 1 of the Housing (Wales) Act 2014.
  3. The Rent Smart Wales branding must be used in accordance with the brand guidelines at all times.
  4. You must notify Rent Smart Wales if any significant changes are made to the course validation method.
  5. You must notify Rent Smart Wales if any significant changes are made to the course content.
  6. The course syllabus must be kept up to date and amended to reflect any relevant legislative changes impacting Wales, within 28 days of the change.
  7. Rent Smart Wales CPD points for relicensing can only be awarded for specific subjects once. Applicants who complete a Continuing Professional Development (CPD) course on the same subject area with the same or different provider, will only accrue CPD points from the first course completed. You must make this clear to the applicant, prior to course booking / completion.
  8. Training certificates issued to course delegates must be in accordance with that agreed by Rent Smart Wales at the time of your application which needs to include the Rent Smart Wales Approved Landlord / Agent Course logo or if this is not possible, the wording 'Approved Rent Smart Wales Course'. The training certificate is required to include the following disclaimer 'This certificate is not proof of obtaining a licence from Rent Smart Wales; it is only to certify the named person has completed landlord or agent training.'
  9. Issued training certificates need to display the full forename and surname of the delegate. Rent Smart Wales reserves the right to request a new certificate to be issued if a certificate does not correspond to the delegate's name on the Rent Smart Wales licence application.
  11. Classroom training courses are to be assessed by a Rent Smart Wales Auditor. Upon course assessment, Rent Smart Wales may issue recommendations which need to be adopted in order for course approval to continue.
  12. The venue chosen for delivery of classroom training must meet accessibility standards.
  13. You / your organisation must adhere to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
- Failure to abide by the above may result in your course approval being removed.

You have the right to make representations regarding the conditions proposed to be attached to any authorisation given. Please tick one:

No representations to make       Representations included with application       Representations to be submitted within 14 days

Print Name

Date

Signature

You can use this space to detail any representations that you want us to consider regarding the standard conditions.

## Method of payment

Fee payable is

Refer to the fee table in the guidance section for appropriate fee for your application.

### Tick chosen payment method

Please invoice me

Cheque enclosed made payable to: Rent Smart Wales

Cheque amount:

Debit/credit card (Visa, MasterCard or Maestro)

We will contact you for your card details. Please let us know the best contact time and telephone number.

## Checking application

### Before sending this form, check that you have

1. Read and understood the guidance.
2. Made the relevant payment.
3. Completed all relevant sections of this form.
4. Enclosed a copy of each course syllabus, test paper samples and respective pass mark.
5. Enclosed a copy of each course certificate received by the delegate upon successful completion of the course.
6. Signed and dated the declaration.

**Note:** we charge for all applications whether successful or not.

If you provide false or misleading information in your application, this may result in your application being refused and/or your course approval being withdrawn.

Signature

Date

### Return the completed form to:

**Rent Smart Wales,  
PO Box 1106,  
Cardiff,  
CF11 1UA**

**Email: [rentsmartwales.training@cardiff.gov.uk](mailto:rentsmartwales.training@cardiff.gov.uk)**

**Telephone: 03000 133344**