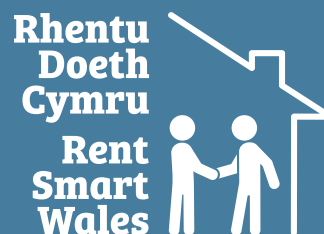


Application form

Training provider authorisation



Please read the following instructions first:

Before completing this form read the guidance. An asterisk (*) after a question indicates that guidance is available.

Guidance notes

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 former is subject to a separate application process.

The training provider application form can be used to become authorised for all Rent Smart Wales course options or CPD only. If the provider is initially authorised for CPD only, an application for top-up can be made. The authorisation is valid for five years from date of approval.

Each application type incurs a different fee. These are set out below:

Application type	Fee
Training provider authorisation – All course options	£1,003
Training provider authorisation – CPD only	£488
Training provider authorisation / provider – licensing full courses	£515

The headings below provide guidance in relation to the associated question as displayed in the application form.

Applicant information

Use this section to provide all the applicant details and correspondence information. Only provide a registration number or registered address if you are a company or other organisation.

Course information and course trainer

List the name of each course you intend to deliver: You may only deliver courses which have been approved by Rent Smart Wales as part of a separate application process either by you or somebody else. You should make sure that the name you write here matches the name used on any training certificates issued and also the name of the course supplied on the course approval application form.

What are the minimum qualifications and experience you require of your trainers: Specify the minimum standard you / your company would accept for a trainer to be used for Rent Smart Wales purposes. This should include both the relevant experience and any qualifications in property management and training skills and experience. The standard you set will be used to assess your existing trainers and any future trainers during audit exercises.

Name of trainers: Provide the full name for all trainers / sole trader which are part of your training provider authorisation application at this time. To allow Rent Smart Wales to make sure that your existing trainers meet the required standard, you need to supply CVs for all current trainers and sample PowerPoints which will be used to deliver any classroom training and information about relevant qualifications or experience

How do you monitor your trainers: Detail how you monitor the performance of your trainers, what action would you take to deal with poor performance. If poor performance is identified what action would you take to review and monitor trainers to ensure high standards of training delivery and service.

How do you review and action any feedback given by delegates: Provide details of the approach you use to collecting, analysing and acting on training delegate feedback. Include a copy of feedback form(s) with your application.

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

Applicant information

Sole trader/
Company name

Correspondence
address

Registered
address

Registration number

Website

Contact details

Office

Phone number

Key contact name

Role

Email

Phone number

Email

Course information and course trainer

What type of training
provider authorisation
are you applying for?

All course options

CPD only

Top-up from CPD to all course options

Are you applying
for course
approval?

Yes List the name of each course(s)
you intend to deliver*

No Enter the name of the organisation and the name
of the course(s) you are proposing to deliver.

Where the
application is not
for an individual,
list the minimum
qualifications and
experience you
require of your
trainers?*

If your course is delivered online, include access to the online facility (i.e. URL and passcode if relevant).

Name of trainer(s)
or sole trader*

How do you
monitor your
trainers?*

Explain how you
ensure the content
of your course(s) is
up to date and
relevant in Wales

Do you currently deliver training to landlords / agents in the UK?

No

Yes

If yes, provide details (this should include course titles, duration, frequency and number of delegates)

How do you review and action any feedback given by delegates?*

Standard conditions for training provider authorisation

1. Your training authorisation 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. Your authorisation allows you and/or your company to deliver only the course(s) named on your application form which will be approved under Part 1 of the Housing (Wales) Act 2014.
3. You can only deliver the course(s) named on your application under the name of the approved training provider stated on your application. This authorisation does not allow you to outsource the delivery of the course(s) to any other organisation without the expressed authorisation of Rent Smart Wales.
4. The Rent Smart Wales branding must be used in accordance with the brand guidelines at all times.
5. You must implement the validation method strictly in accordance with the requirements of the course approval issued under Part 1 of the Housing (Wales) Act 2014. Any changes to the validation method must be agreed with Rent Smart Wales prior to implementation.
6. 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.
7. You must update presentation slides and training delivery to reflect significant changes made to the approved course syllabus immediately.
8. The minimum experience and qualifications set out in your application must be maintained for all trainers employed by your company who deliver Rent Smart Wales approved courses.
9. Only the trainers listed on your application are authorised to deliver the Rent Smart Wales approved training courses. RSW must be notified if any trainers cease to deliver the course(s). The addition of new trainers is subject to Rent Smart Wales approval; until such approval has been granted new trainers cannot deliver training course(s).
10. All trainers (and all persons associated with the organisation/company) need to be fit and proper. If a trainer or anyone they are associated with or formally associated with has unspent convictions such as those listed below, Rent Smart Wales must be made aware. A list of applicable offences is as follows:
 - (a) committed any offence involving: fraud and other dishonesty; violence, firearms or drugs; any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);
 - (b) practised unlawful discrimination or harassment on the ground of any characteristic which is a protected characteristic under section 4 of the Equality Act 2010, or victimised another person contrary to the Act, in or in connection with carrying on of any business.
 - (c) contravened any provision of the law relating to housing or landlord tenant such as: unlawfully evicted a tenant; been refused a licence or selective licence under the Housing Act 2004; had a licence revoked for breach of any conditions under the Housing Act 2004; been subject to a Management Order under the Housing Act 2004; failed to comply with a Housing Notice (requiring works etc.) served by a local authority; been subject to complaints from tenants or other sources, regarding serious or repeated breaches of the conditions of a licence under the Housing Act 2004.

In addition, you and/or your organisation must obtain the necessary assurances from all of your trainers, who are landlords of properties in Wales, that they will run their properties in accordance with all relevant legislation and the Rent Smart Wales Code of Practice.
11. You must provide quarterly figures for the total number of agents and/or landlords who have completed the course(s) named on your application within 28 days of the request being made by Rent Smart Wales.
12. You and/or your organisation agree to be audited by Rent Smart Wales as stipulated by section 10 of The Regulations of Private Rented Housing (Training Requirements) (Wales) Regulations 2015.

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

Refer to the fee table in the guidance section for the 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 please make sure that you have:

1. Read and understood the training provider authorisation guidance and requirements.
2. Checked and made the relevant payment (your application may be delayed as a result of incorrect payment).
3. Completed all relevant sections of this form.
4. Enclosed copies of CVs and training/qualifications for all current trainers.
5. Provided sample PowerPoint slides which will be used to deliver classroom training.
5. Enclosed course feedback forms.
6. Signed and dated the declaration.

Note: We charge for all applications whether successful or not.

By completing this form you consent to your courses being advertised on the Rent Smart Wales website.

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

Signature

Date

Return the completed form to:

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

**Email: rentsmartwales.training@cardiff.gov.uk
Tel: 03000 133344**