AQS Commitment Scheme Registration Form

The Recognising Excellence AQS Commitment Scheme provides a cost effective and efficient way of enabling your advice service to prepare for an AQS assessment. Encompassing a series of support resources that have been created based upon feedback from the advice sector, each is designed to make the process of preparing for an AQS assessment as simple as possible. By registering your intention and commitment to achieving the AQS and paying a one-off subscription fee of £175\* + VAT, you will be entitled to access the following resources:

* Document Review Telephone Appointment and unlimited access to the RE Quality Manager
* AQS Webinar Suite (covering each of the 7 sections of the Standard, Telephone Services Standards, Casework level advice requirements and professional training requirements for those organisations providing Debt Advice.
* AQS Quality Manual template

To register your intention to apply for AQS accreditation and to sign up for the support package and resources identified above, please complete and return this form to

* Email: [aqs@recognisingexcellence.co.uk](mailto:aqs@recognisingexcellence.co.uk)
* Post: Recognising Excellence Ltd, Unit 3, Twig worth Court Business Centre, Tewkesbury Road, Twigworth, Gloucester. GL2 9PG

Upon receipt of payment of the registration fee, Recognising Excellence will confirm your registration and provide access to the support package which includes the AQS Quality Manual, AQS Webinar Suite and a Document Review Telephone.

# Contact details:

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Address:** |  |
| **Main Contact Name:**  **(Quality Representative)** |  |
| **Main Contact Job Title:** |  |
| **Telephone Number:**  **Mobile Number:** |  |
| **Main Contact Email:** |  |
| **Website:** |  |

## Authorisation

The authorisation signatory must be one of the following:

* Chief Executive
* Quality Representative

|  |  |
| --- | --- |
| 1. I confirm that this organisation wishes to join the AQS Commitment Scheme that entitles us to the Recognising Excellence support package which includes the AQS Quality Manual, AQS Webinar Suite and a Document Review Telephone Appointment. 2. As part of this Commitment Scheme I confirm that this organisation will be assessed against the Advice Service Alliance’s, Advice Quality Standard. 3. I will agree a timeframe for formal assessment with the RE Quality Manager as part of the Document Review Telephone Appointment | |
| **Signature:** | **Job Title:** |
| **Print Name:** | **Date:** |

## Registration Fee and Payment Methods

The registration fee for the AQS Commitment Scheme is \*£175.00 plus VAT.

\*£100.00 of this fee contributes towards the Desktop Audit fee of £475.00 + VAT making the Desktop Audit fee a total of £375.00 + VAT. **Please note this offer is subject to receipt of your application and supporting policies and procedures required for the desktop audit, within 3 months of your registration.**

An invoice will be raised for all registrations, however, should you wish to make payment at the same time as returning this form, payment may be made using via the following methods:

* Cheque
* Direct from your bank account

1. **Payment by Cheque**

Cheques are payable to Recognising Excellence. A customer account number (for invoice payments) must be on the back of the cheque.

Please send your cheque and a copy of this form to the Recognising Excellence office via:Recognising Excellence Ltd, Unit 3, Twigworth Court Business Centre, Tewkesbury Road, Twigworth, Gloucester. GL2 9PG

Receipt of payment will be confirmed to you and an invoice raised accordingly.

1. **Payment directly from your bank**

# You may pay directly into the Recognising Excellence’s bank account.

# Please ensure your invoice number and/or account reference is quoted by your bank with the bank transfer

# To make an electronic bank transfer, please use the following Recognising Excellence bank account details:

# Account Name: Recognising Excellence Limited

# Sort Code: 60 09 02

# Account number: 69253420

Receipt of payment will be confirmed to you and an invoice raised accordingly.

## Payment Confirmation form

If making payment by bank transfer at the same time as completing the Commitment Scheme registration, please confirm details of the payment made:

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Application form (title)  or invoice number | | **AQS Commitment Scheme Registration Form** | | | | |  |
|  | | | | | | | |
| I/we | *NAME OF ORGANISATION* | | | | have transferred the sum of | | |
|  | | | | | | | |
| £ |  | | on (date) |  | |  | |
| Reference given on bank transfer: | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Signed |  | | Date |  |  |
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| Name (please print): | |  | | |  |
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|  | | | | | |
| Contact number/e-mail address: | |  | | |  |
| Or | | | | |  |
| Name of Organisation: | |  | | |  |
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## Data Protection and Privacy Statement

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| **Data Protection**  I agree that Recognising Excellence Ltd can create and maintain computer and paper records of my application and personal data and understand that this will be processed and stored in accordance with GDPR guidelines. For further details please see our [**Privacy Policy**](https://www.recognisingexcellence.co.uk/recognising-excellence-privacy-policy-1/)**.**  **Disclaimer**   1. I confirm and understand that the legislation included within the Quality Manual is subject to change and [client name] are responsible for ensuring that policies and procedures are updated to reflect these changes to ensure they remain accurate and legally compliant. 2. I understand that the AQS Quality Manual provides a compliant set of procedures that are aligned to the requirements of the AQS Standard V2. [Client name] will be responsible for personalising the template and for ensuring that all procedures are adopted in practice. In the event of the AQS Standard changes requirements in the future, [client name] will be responsible for amending the manual as appropriate. 3. I confirm and understand that the AQS Commitment Scheme provides a cost-effective resource to helping [client name] prepare for an AQS assessment only, and that in order to formally achieve AQS accreditation, a Desktop and Initial Audit is also required, both of which are subject to additional costs. 4. I understand that the AQS assessment process will seek to ensure the practical implementation of all policies and procedures documented within the Quality Manual. | |
| **Name:** |  |
| **Sign:** |  |
| **Date:** |  |

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| **For Recognising Excellence Office Use Only:** | |
| **AQS Commitment Scheme Form Received (Date):** |  |
| **Receipt of Payment Confirmed: (Date)** |  |
| **RE Support Resources shared: (Date)** |  |
| **AQS Application Received (Date):** |  |
| **Supporting documentation provided to enable assessment to commence:** |  |
| **Desktop Audit Project Reference No:** |  |
| **£100 credit towards assessment fee applicable:** |  |