

## Form 1: PROCESS FOR REGISTRATION AS AN ICDL CENTRE

**Please note:**

**A centre may not make any reference to the ICDL in its advertising or promotional material until the registration as a centre has been finalized and it has received its certificate of registration.**

### Factors taken into account in the accreditation of ICDL centres

- Before a centre can be considered for registration as an ICDL centre, it must have been in operation for at least one year.
- Before a centre can be considered for registration having an Internal Invigilator, it must have been in operation for three years. Please note that all exams are carried out by an official ICDL Invigilator.
- Centres that have more than one Branch can complete One Contract with all the Branches listed on the last page. We will however still require a separate Application per Branch as each facility would need to be assessed separately.
- In the case where centres are new but are owned by a holding company, they may register provided that the holding company satisfies these requirements and signs the contract.

### *Specific Areas that will be assessed:*

- Facilities: Reception, student areas, availability of reference materials, toilets
- Equipment: Computers, teaching aids
- The standard of the facilities and computer laboratories: Space, lighting, ventilation, appearance, cleanliness
- Staff
- Administration
- Professionalism of the organisation
- Business plan
- Whether the addition of the centre would enhance or detract from ICDL delivery in a region.

### Cost of registration and annual renewal of registration

1. See attached Price list.

**Tests** must be purchased from ICDL Zambia office, Details to be supplied on accreditation of centre.

**Courseware / Training Material** can be purchased from ICDL Zambia office . Shipping charges will be for your account, you may also compile your own material, but, under no circumstances may you mention the ICDL (as this might be considered approved material by a student).

Due to currency and cost fluctuations, these prices may change from time to time as may the currency used in quotations. However, the ICDL will always strive to keep prices to as low a level as possible.

ICDL reserves the right to suspend or terminate the registration of a centre which does not comply with the terms of the licence agreement.

### Process of registration

1. Complete application form as fully as possible, electronically. Please attach the Certificate of Incorporation and Trade Marks. Email the information to: **enquiries@icdl.org.zm**
2. Your application will be checked for completion by our Registrations Department.
3. If the centre appears to meet requirements of the ICDL, an Invoice will be sent for the Registration.



4. Once payment has been received, arrangements will be made for a representative to do the Site Visit. Please note that the K1, 575.00 for commercial centers and K780.00 in the case of schools, Registration Fee is non-refundable once the visit has taken place.
5. If the Site Visit is considered satisfactory, your centre will be approved.

If an application is successful, the centre will be issued with the registration certificate and applicable candidate registration cards known as skills cards and may commence operation.

### **Supporting documentation**

The following documentation must be available at the site visit:

- Staff qualifications
- Business Plan

Where necessary, the representative will take copies of the documentation. Absence of supporting documentation could have a negative effect on the application.

### **Test centre requirements**

The Testing Room is required to have enough space between candidates (approximately a metre). Spacing and layout must also be in such a way as to discourage candidates from seeing each other's work when testing takes place. The room must be private in as much as it cannot be an open plan area where disturbances could take place (door that can be locked). Should there be windows, this must not potentially be a problem where other candidates could view the test by looking through. If there is a phone in the room, this would need to be disconnected at time of testing. The room must be comfortable for candidates to write the test in (for example, proper ventilation is required). For Testing, the workstations are required to be networked and all in order on the server. Training must be given with each candidate having access to their own PC to practice the lessons. Should a centre make use of CBT training, we highly recommend that candidates then have plenty of practice exercises where they can then have the opportunity to see the real life methods.

Workstations must have the same software on each PC – training cannot take place where one PC has Windows XP and Office 2010 and another has Windows 2000 and Office 2003 (for an example). Room must also be kept neat as in cables not all over the place etc.

For Centers in Lusaka where there are no existing ICDL Invigilators, An Accredited Invigilator will need to be appointed. This person must satisfy the following requirements:

- Be a senior permanent full-time member of staff who has been in the employ of the organization for at least two years.
- Not be involved in end-user training.
- Have an appropriate combination of academic qualifications and experience in testing. (Invigilators can be trained in Lusaka at the expense of the centre where they do not have experience in testing ICDL)
- Must complete the ICDL before being accredited.
- Must pass the invigilator training before they can invigilate.

There must be a complete separation of the training and testing function. In particular:

- Trainers may have no access to the testing software.
- The Invigilator may not be involved in end-user training.
- The invigilator may not make any printouts of the testing software or make any information on the test questions available to the trainers.
- No-one other than registered invigilators may assist in the testing.

### **Accreditation of trainers and invigilators**

All trainers and Invigilators are required to have passed the ICDL before they can be approved.

**Please note:**

**An application from a centre cannot be considered until at least one trainer has completed the ICDL. They must gain the Advanced qualification within 6 months of Accreditation.**

Generally, potential invigilators and trainers will need to take the ICDL in advance at another test centre.

**IMPORTANT**

**Only tests conducted by a registered ICDL Invigilator are valid. Testing may not be conducted or supervised by anyone other than a registered ICDL invigilator.**

**Invigilators may not administer tests to themselves.**

**Centres may not advertise the ICDL until the registration has been approved and the registration fee has been paid.**

**Issue of certificates**

**Centres may not issue certificates of attainment or attendance that make reference to the ICDL.**

The only certificates that may be issued are the skills cards which are stamped by the centre and the ICDL certificates issued by the ICDL in CSA.

**Contact information**

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