

Founded 1955 as

The Association of British Correspondence Colleges

(ABCC)

DOCUMENT TEMPLATES FOR MEMBER COLLEGES

These documents are available from the Association for the guidance of existing Members and new start-up organisations.

ADLC Code of Ethics - signed
Terms & Conditions
List of Forms
Risk Assessment
Brochure
Order Form
Portable Appliance List
Confidentiality Agreement
Job Descriptions
New Teacher Agreement
Staff Training Record
Use and Security of E-mail & I.T. Systems
Controlled Documents & Records
Instalment payments – As Per Consumer Rights (Payment Surcharges) Regulations 2012
Service Provision – Chart – Plan
Approved Supplier List
Student Feedback Form
Internal Audit Programme
Internal Audit Report
Non Conformity Log
Non Conformity Report
Disaster Recovery Plan
Data Protection ICO Registration Certificate
Suitable Insurance

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