

AGENT DUE DILLIGENCE CHECKLIST

Proposed agent/referral agent details	
Organisation Name	
Legal Address	
Lead contact person	
Email	
Telephone no.:	

Please supply evidence of the following in support of your application to Arden University.

SECTION A

Evidence	Supplied (Yes/No/N/A)	Comment
Confirmation of Legal status May include some or all of the following: Company Registration Certificate, Instruments and Articles of Government, Operating License, Legal Indemnity Insurance		
Public Liability Insurance Copy of document or statement to confirm insurance is in place		
Current Portfolio of Activity Statement confirming current portfolio of activity		
Current Partnerships List of all current partnerships, partner agreement letters where available		
Target Market Statement detailing target market		
Target Numbers Statement detailing target numbers		
Marketing channels and campaigns Statement detailing marketing channels and campaigns		

SECTION B

FOR COMPLETION WHERE STUDENTS/APPLICANTS WILL BE ENTERING AGENT PREMISES

Evidence	Supplied (Yes/No)	Comment
Health and Safety Copy of Health and Safety policy and confirmation that this meets legal requirements		
Fire Safety Confirmation that legal obligation is met for fire and evacuation procedures		
First Aid Confirmation of first aid trained staff, copies of first aid certificates where available		

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Disabled Access Confirmation that legal obligations are met in terms of disabled access		
Resources Confirmation of any resources available to students (e.g. library, internet access, number of PCs etc)		
Safeguarding Confirmation that legal obligations are met in terms of safeguarding and Prevent Duty		

SECTION C

FOR COMPLETION WHERE THERE WILL BE ARDEN PUBLICITY/BRANDING ON SITE

Evidence	Supplied (Yes/No)	Comment
Lease for Building Statement confirming that a lease is in place and copy of lease where available		
Premises Photos of exterior and interior of building and staff offices		
Quality Name of person with overarching responsibility for quality		