

Template letter

This is to confirm that _____ (*name*)

was awarded the attached certificate in ESOL Skills For Life Speaking and Listening/National Qualifications Unit in ESOL by _____ (*name of awarding body*).

The certificate was gained after successful completion of an ESOL course provided by this institution. The course was delivered in a citizenship context by a suitably qualified teacher and used materials derived from "The Citizenship For ESOL Learners" pack produced for the Home Office by NIACE and LLU+.

I can confirm that the student was assessed at _____ level before commencing the course and has progressed to _____.

This qualification was obtained at _____ (*name of institution*) following a course which was _____ in duration.

This institution is an accredited college because it is: (*please tick*)

- a publicly funded college that is subject to inspection by Ofsted (England)
- a publicly funded college that is subject to inspection by the Education and Training Inspectorate (Northern Ireland)
- a publicly funded college that is subject to inspection by Her Majesty's Inspectorate of Education (Scotland)
- a publicly funded college that is subject to inspection by Estyn (Wales)
- a publicly funded college that is subject to an inspection programme that has been approved by the Island's Government (Channel Islands or Isle of Man)
- a private college that has been accredited by Accreditation UK
- a private college that has been accredited by The British Accreditation Council
- a private college that has been accredited by the Accreditation Body for Language Services
- a private college that has been accredited by the Accreditation Service for International Colleges
- a private college that has been accredited by an accreditation body that has been approved by the Secretary of State. *Please state accreditation body:*
_____ .

Signed:

College stamp

Print name:

Position:

Date:

You should attach evidence of how you meet the criteria to be an accredited college:

- If you are a publically funded college, you should provide evidence of your current funding.
- If your college is a private college which delivers courses by arrangement with or under contract to a publicly funded institution, you should provide details of that arrangement, and a letter from the publicly funded institution confirming the arrangement.
- If you are subject to inspection by Ofsted, the Education and Training Inspectorate (Northern Ireland), Her Majesty's Inspectorate of Education or Estyn, you should provide evidence of this.
- If you have been accredited by Accreditation UK, the British Accreditation Council, the Accreditation Body for Language Services or the Accreditation Service for International Colleges, you should provide evidence of your accreditation.

WARNING: To give false information on this form knowingly or recklessly is a criminal offence punishable with up to 3 months' imprisonment or by a fine not exceeding £5,000 or both. (Section 46(1) of the British Nationality Act 1981, as amended, or section 26(1) of the Immigration Act 1971, as amended).