



**NCS Advanced Specialist Training courses - Initial Application form**

Name of Training Provider: .....

Title of training course\*:.....

\*If course has an academic "Level" as part of the title please specify Ofqual Awarding Body .....

How long has this course been running?.....

How did you hear about us?.....

**Contact details of course leader/administrator:**

Name: .....

Address: .....

Phone:.....

Email: .....

Website: .....

Name(s) Registered Company Director(s): .....

Please answer the questions below, as well as supplying us with additional information/ examples to show us as much as possible about the course. We will decide if a site visit is necessary.

Please describe the **purpose** of the course. Who is it aimed at, and what will they achieve as a result of undertaking it?

Please describe the **structure and content** of the course.

1. How long is it in hours and days?
2. How do students/trainees learn – by lectures/discussion/experiential exercises and how are these delivered ie: Face to Face in the room, online synchronous video conferencing or via online distance learning (by correspondence) or a mixture of these?
3. Please detail hours and/or percentage of each of the types of course delivery you have indicated.

Please list names of all tutors (copies of all Tutor cv's will be required as part of the assessment)

Please describe the **premises** where training is held:

### Student Numbers

How many students have completed the course during this academic year:

How many students will be enrolled on the next course (If known):

### Communication Preferences

I confirm that I wish to receive the following information from the Society via email and/or post:

- Newsletters and updates
- Membership Surveys
- Society Brochures

### Application Pack Check List:

Enclosed with this application:

- Copy of Course Content (including tutor notes, powerpoint slides, student handouts etc)
- Copy of current Public Liability Insurance Certificate (incl 'Training')
- Examples of Marketing Materials/Certificates awarded etc for course
- Tutor's CVs
- Signed NCS Advanced Specialist Terms & Conditions
- Complaints Policy (including an independent complaints review/ICR process)
- Student Feedback (if available)
- Signed Standing Order Mandate (please advise if you require an invoice or wish to pay by bank transfer)