



**NCS Quality Checked Course - Initial Application form**

Name of Training Provider: .....

Title of training course:.....

Type of course (Please select):

CPD                  Qualification                  Post Qual (Specialised area)                  Other: \_\_\_\_\_

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

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

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

Name: .....

Address: .....

Phone:.....

Email: .....

Website: .....

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? Is it specifically CPD for counsellors?

Please describe the **structure and content** of the course. How long is it in hours and days? Is it delivered face to face, online\*, by correspondence or a mixture of these? How do students/trainees learn – by lectures/discussion/experiential exercises?

\*If you wish us to assess the course for delivery Online as well as Face to Face please contact us for how to apply and costs.

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 face to face 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 all 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 Quality Checked 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)